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ABSTRACT

The University of Tennessee at Chattanooga in July of 1969 became the primary campus of the University of Tennessee. The 1974 faculty handbook is designed as a source of reference for certain operational procedures of concern to the faculty. Topics include: (1) organization and governance; (2) faculty governance; (3) appointment of the faculty; (4) promotions and salary adjustments; (5) freedom, responsibility, and tenure; (6) faculty termination; (7) research policies and procedures; and (8) coursework. (KE)

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FACULTY HANDBOOK

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

The University of Tennessee at Chattanooga assumed its present identity in July of 1969 when the University of Chattanooga became a primary campus of The University of Tennessee. Another component was added in September of 1969 when Chattanooga City College became a part of the new University of Tennessee at Chattanooga.

In becoming a campus of The University of Tennessee, UTC partakes of the long tradition of the state university, which is also the official land-grant institution of Tennessee. Though it has always been as responsive to community needs as its means permitted, it now has a wider field of service and a greater responsibility as a public institution. UTC is pleased to associate itself with the public service tradition of The University of Tennessee.

The programs and curricula of the University have not been profoundly affected by the merger. UTC's first concern is to do well what it sets out to do, to strengthen existing programs, to institute new ones when the need is identified and funds are available, and to discontinue programs when they can no longer be justified.

The University of Tennessee at Chattanooga should be characterized as a university which emphasizes undergraduate instruction and provides preparation of professional personnel needed in Chattanooga and other urban areas. The next decade should see some restructuring and strengthening of existing programs and the development of additional bachelor's programs in areas where there is increased demand for graduates. Only limited growth at the master's level should be expected. New programs require the approval of the Trustees of the University and the Tennessee Higher Education Commission.

The size and diversity of the System make it necessary to establish uniform personnel policies and procedures. The University of Tennessee at Chattanooga abides by these policies and procedures adjusted to allow for differences among campuses of the University.

This handbook is designed to reduce to one quick source of reference certain operational procedures which concern the faculty. Such information should be of value to the present and new or prospective faculty. Additional useful information is contained in the handbook *Benefits & Services Available to Faculty and Staff of The University of Tennessee.*

ORGANIZATION AND GOVERNANCE

1

The governance of the University is provided for by charter provisions and by-laws. The charter provisions, for the most part, represent the legislative acts relating specifically to the organization and structure of The University of Tennessee. The by-laws were developed from *Tennessee Code Annotated, The Official Code of Tennessee* and from policy decisions of the Trustees. The following information concerning governance of the University is taken from a publication entitled *The University of Tennessee Charter and By-Laws* (1969). The first paragraph comes from charter provisions; the remainder of the quoted material is from the by-laws adopted by the Board of Trustees.

Membership of the Board of Trustees. The governing body of the University is a Board of Trustees consisting of the following persons: The Governor of the State, the Commissioner of Education, the Commissioner of Agriculture, The Executive Director of the Tennessee Higher Education Commission (as a non-voting member), and the President of the University, all of whom are *ex-officio* members; one Trustee representing each Congressional District of the State; two Trustees representing Knox County, two representing Shelby County, one representing Weakley County, one representing Hamilton County, and one representing Anderson, Bedford, Coffee, Franklin, Lincoln, Moore, and Warren Counties. At least one member must be a woman. At least one-third of the appointive members must be members of the principal minority political party in the state; and at least one-third must be alumni of The University of Tennessee.

Authority of the Board. The Board of Trustees, which is the governing body of The University of Tennessee, has full and complete control over its organization and administration, as well as its constituent parts and its financial affairs. The responsibilities of the Board are as follows:

(1) To establish policies controlling the scope of the educational opportunities to be offered by the University and also policies determining its operation in general; however, the planning and development of curricula is the function of the faculties;

(2) To have full authority to determine and control the activities and policies of all organizations and activities that bear, or that may be carried under, the name of the University;

(3) Not to undertake to direct matters of administration or of executive action except through the President; and

(4) To control the election, appointment and removal of all officers, faculty, and employees of the University and the fixing of their compensation. At its annual meeting, the Board elects and fixes the compensation of the President and of all other executive and administrative officers and the members of the faculties; and fixes the compensation of all other employees as it may deem necessary for the proper operation and management of the University. All such elections shall be for one year or during the pleasure of the Board. Appointments for special purposes for a lesser period may be made.

Standing Committees of the Board. The following standing committees, chosen from members of the Board, are appointed by the Board upon nomination of the President:

Executive Committee
Finance and Business Committee
Buildings and Grounds Committee
Academic Affairs Committee
Agriculture Committee
Athletics Committee
Development, Alumni Affairs, and Public Relations Committee
Faculty and Staff Affairs Committee
Medical Affairs Committee
Student Affairs Committee
Urban Affairs and Public Services Committee

Responsibilities of the President. The President is the chief executive officer of The University of Tennessee. He exercises complete executive authority over the institutions comprising The University of Tennessee, subject to the direction and control of the Board of Trustees.

The President is the primary spokesman for The University of Tennessee to the alumni of the institution, the news media, the educational world, and the general public. He initiates and administers University policies, speaks for the University as its official head, and coordinates all activities of each campus of the institution directly or through his designated representatives.

The President formulates the educational and administrative policies of The University of Tennessee and performs all duties prescribed by the Board of Trustees.

The President makes nominations for all personnel appointments and all recommendations for promotions, salaries, transfers, suspensions, and dismissals of administrative, academic, and non-academic staff members of the institutions comprising The University of Tennessee.

The President is the leader and coordinator of all institutions of The University of Tennessee and promotes the general welfare and development of the University in its several parts and as a whole. The faculties, staffs, or students or any member thereof have the right of appeal from the Chancellor to the President. The channel for the official communications between the President and the several institutions in all matters is through the Chancellors.

The President establishes an administrative organization to execute policies of The University of Tennessee. (See Chart I attached to this chapter.) In the execution of his duties and responsibilities, the President may delegate to subordinate officers portions of his duties, but this action shall not reduce the President's responsibility.

Responsibilities of the Chancellor, The University of Tennessee at Chattanooga. The Chancellor who is elected for and assigned jurisdiction over a campus is the chief administrative officer and shall be fully responsible for the administration and management of that campus subject to the general supervision of the President and coordinate relationships with the Vice Presidents. The Chancellor directs instructional, research, service, student, development, finance and business, and athletics programs on his campus within general policies established by the President and the Board of Trustees. Appropriate functional relationships are maintained between the Chancellors and the Vice Presidents.

The Chancellor recommends to the President appointment of personnel on his campus. He recommends major policy and operational changes in the areas of academic affairs, student affairs, business and finance, and development to the President for review and consideration prior to enactment.

ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA.

Chart II attached to this chapter shows the general administrative organization of The University of Tennessee at Chattanooga. Recommendations regarding employment of new faculty, promotion, tenure, salaries, retention or non-reappointment of non-tenured faculty, budgets, travel authorizations, and other responsibilities defined by the Chancellor are transmitted to that office along the administrative lines indicated in this chart.

CHART I: THE UNIVERSITY OF TENNESSEE SYSTEM

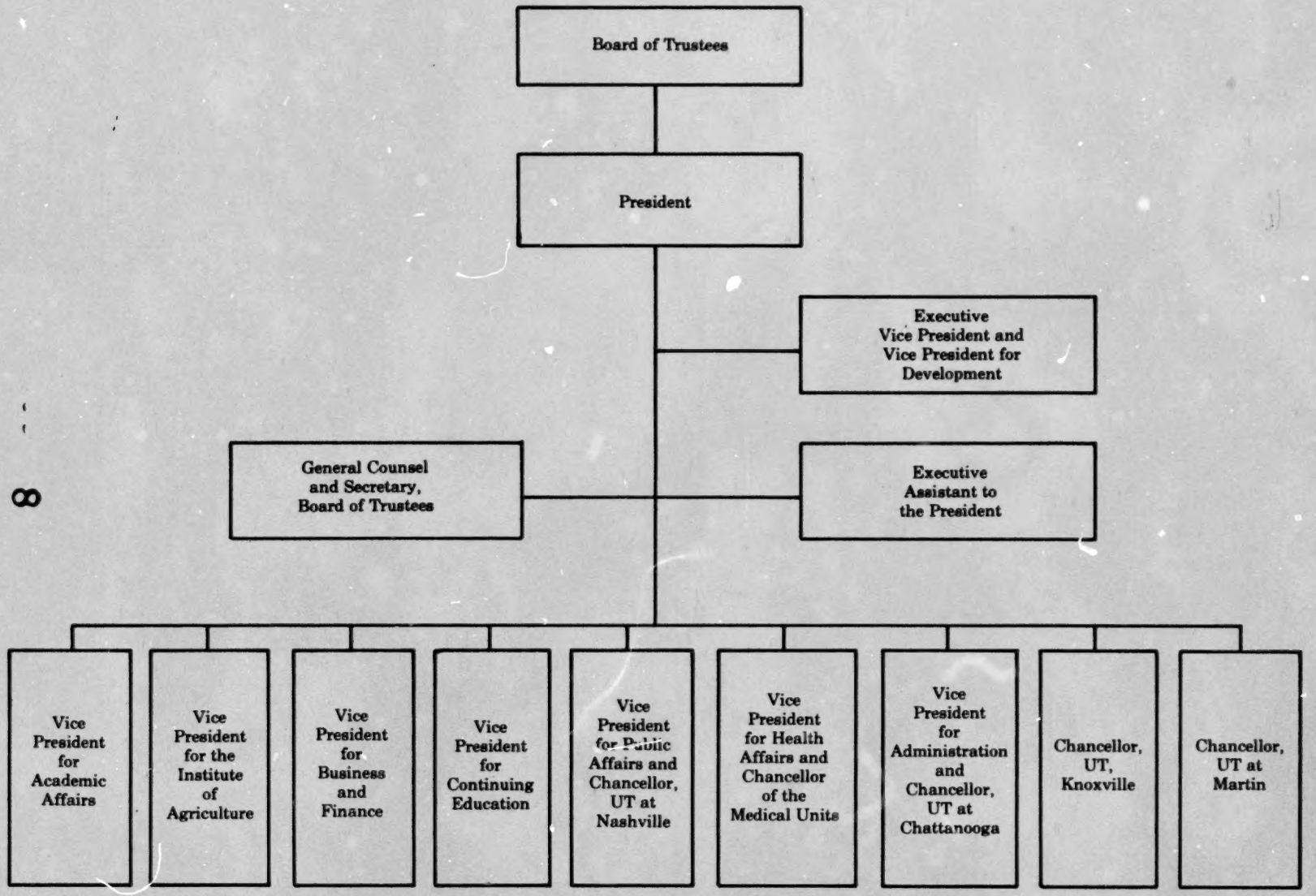
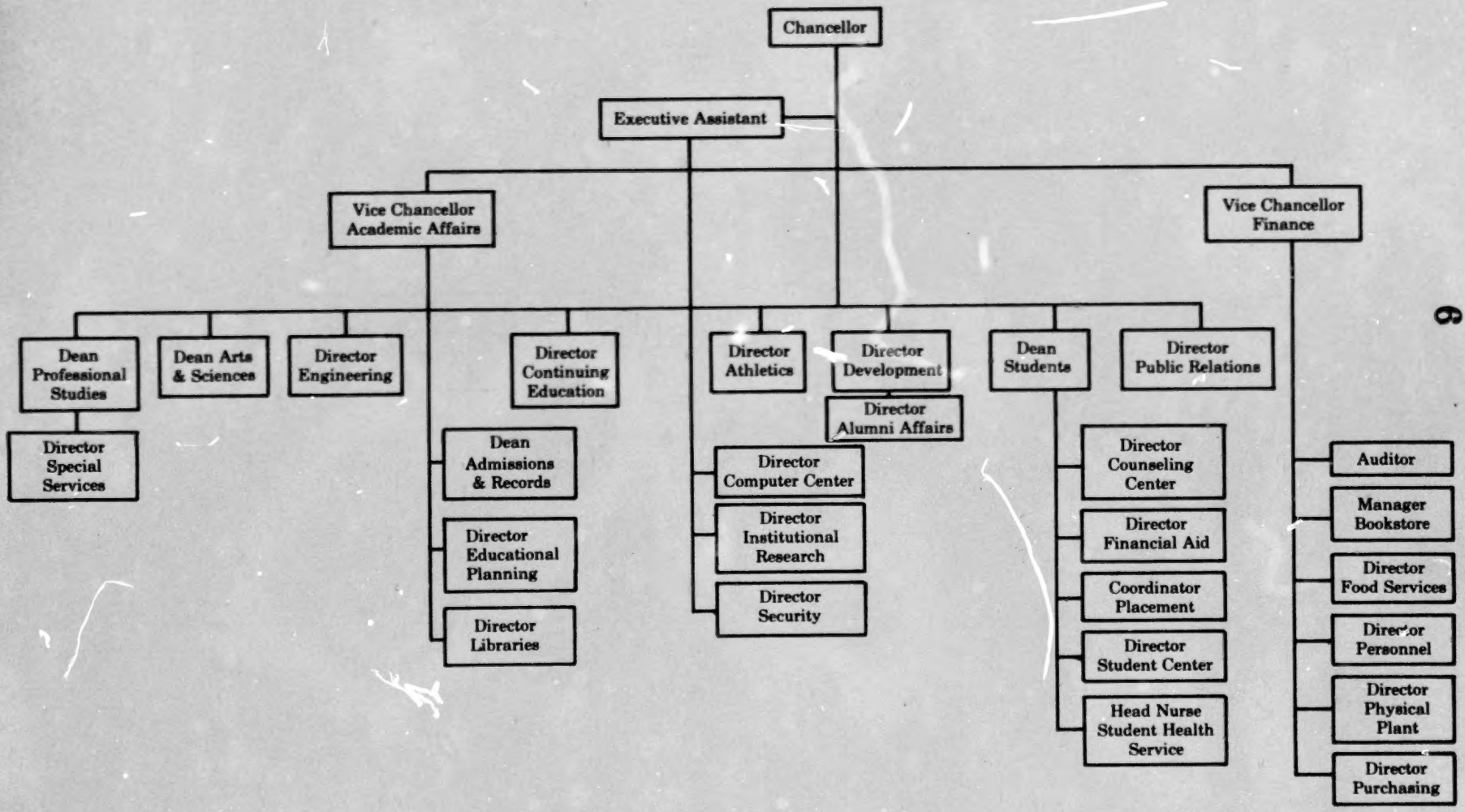

Board of Trustees
President
Executive Vice President and Vice President for Development
General Counsel and Secretary, Board of Trustees
Executive Assistant to the President
Vice President for Academic Affairs
Vice President for the Institute of Agriculture
Vice President for Business and Finance
Vice President for Continuing Education
Vice President for Public Affairs and Chancellor, UT at Nashville
Vice President for Health Affairs and Chancellor of the Medical Units
Vice President for Administration and Chancellor, UT at Chattanooga
Chancellor, UT, Knoxville
Chancellor, UT at Martin

CHART II: GENERAL ADMINISTRATIVE ORGANIZATION
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA



FACULTY GOVERNANCE 2

FACULTY ROLE IN GOVERNANCE.

Subject to the approval of the Chancellor, the President, and the Board of Trustees, the faculty is authorized to formulate policies and regulations regarding the general educational objectives of the University, including those policies and regulations related to the overall general requirements for admission, retention, readmission, graduation, and honors for the degree and certificate programs of The University of Tennessee at Chattanooga.

The faculty in consultation with academic officials may also consider, advise, and recommend to the Chancellor or, if appropriate, through the Chancellor to the President, policies and procedures in other matters which concern the general welfare of the faculty of The University of Tennessee at Chattanooga, such as, but not exclusively limited to, criteria for faculty appointment, dismissal, promotions, tenure, and retirement; criteria for the selection of the Chancellor, Vice Chancellors, and other campus administrative officers; criteria, in conjunction with corresponding bodies of the other campuses of The University of Tennessee, for the selection of the President of the University system and other system executive officers; priorities for the University budget; priorities for the University development plan; and changes in physical facilities. The faculty may consider, advise, and recommend on proposed policies regarding student life, rights, and responsibilities.

The faculty has no management or administrative functions, either in itself or through the instrumentality of its committees, administrative matters being expressly reserved to the President of the University, as delegated by the Board of Trustees and through the President to the Chancellor of The University of Tennessee at Chattanooga.

FACULTY MEETINGS.

The faculty conducts its business through periodic meetings of the entire body, through the Faculty Council, and through standing and *ad hoc* committees which consider and debate issues and report recommendations to the Faculty Council. The faculty is represented on certain committees of the Board of Trustees and of the University System.

The faculty usually meets monthly during the academic year and may meet at other times on call by the Chancellor and/or the Faculty Council through the Secretary of the faculty. The Secretary is elected annually at the first faculty meeting of the second semester, i.e., in January. The Parliamentarian holds indefinite tenure.

Faculty meetings are conducted according to Roberts' *Rules of Order Newly Revised*. However, second readings and votes are required for affirmative action on major issues, e.g., organization of the faculty, general education requirements, degree requirements, and special academic programs. The presiding officer determines which issues are major.

Voting privileges are held by all full-time teaching members of the faculty and by those holding faculty status as shown in the official roster of faculty members who exercise teaching functions. A simple majority of the voting faculty constitutes a quorum for the conduct of business.

*FACULTY COUNCIL BY-LAWS

Article I

Powers and Duties of the Faculty Council

Section 1. The Faculty Council of The University of Tennessee at Chattanooga shall have those powers and duties which have been, and which may be delegated to it by the Faculty of The University of Tennessee at Chattanooga. (Hereinafter all references to "the University" shall be to The University of Tennessee at Chattanooga.)

Section 2. Reports.
All actions by the Faculty Council shall be reported to the Faculty through distribution of the minutes of each Council meeting. The minutes (including much of the debate and a numerical record of the vote) of the Council will be distributed to each voting member of the faculty within seven (7) working days after the Council meeting. The actions of the Faculty Council will become effective eight (8) working days after the date of distribution of the minutes unless there is a sufficient desire for the consideration of certain items at a general faculty meeting. Upon the written request of fifteen (15) voting faculty members to the Secretary of the Faculty Council, an item will be placed on the agenda of the next general faculty meeting.

*Adopted by Faculty, April 23, 1974.

Article II

Faculty Council Organization

Section 1. Members: Number, Classification and Terms of Office.

A. *Ex-officio members*

Ex-officio members are the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance, the Dean of the College of Professional Studies, the Dean of the College of Arts and Sciences, the Director of the Division of Engineering, and the Director of Libraries. Changes in the allocation of ex-officio memberships may be made through the regular legislative procedures specified below. Ex-officio members are non-voting members of the Council.

B. *Elected members: Criteria, election and term of office.*

Members of the Faculty Council shall be elected from those members of the Faculty who meet the following criteria at the time of election: (1) hold a full-time appointment, and (2) either (a) engage at least half-time in teaching and/or academic research, or (b) hold rank as a member of the library staff. Any faculty member who is participating in more than one of the components described below will be considered a member of the discipline in which he/she holds rank unless his/her duties in another component exceed a half-time appointment.

1. Apportionment. There shall be twenty-five (25) elected members (exclusive of the President and President-designate) on the Council. Ten (10) members shall be elected from the College of Arts and Sciences, nine (9) members from the College of Professional Studies and Division of Engineering, and six (6) from the University-at-large.

a. College of Arts and Sciences. The allocation of the ten memberships assigned to this college is as follows:

(1) Fine Arts: Art, Music, Dramatics and Speech, two members.

(2) Humanities: English, Foreign Languages, History, Philosophy and Religion, three members.

(3) Behavioral Sciences: Political Science, Psychology, Sociology and Anthropology, two members.

(4) Mathematics and Science: Biology, Chemistry, Geology and Geography, Mathematics, Physics and Astronomy, three members.

b. College of Professional Studies and Division of Engineering. The allocation of the nine memberships assigned to this group is as follows:

(1) School of Business Administration: three members.

(2) School of Education: three members.

(3) Division of Engineering, Division of Human Services, Department of Military Science, Department of Nursing, and the Library: three members.

Section 2. Method of election.

A. The University-at-large election. These six members shall be drawn equally from the three faculty-rank categories. The nomination process shall be overseen by the Faculty Council and the election shall take place in a meeting of the full faculty.

1. Nomination of the at-large candidates. On March 1 of each year, the Secretary of the Faculty Council shall issue to each member of the faculty a nomination ballot with an attached description of membership criteria and a list of faculty members eligible for nomination. Each faculty member may nominate not more than one person from each of the three following categories:

(1) Assistant professors, instructors, and lecturers; (2) Associate professors, (3) Professors. Each must sign the nomination ballot and return it to the Faculty Council Secretary by March 15 (or the next following working day) for the ballot to be valid. The ballots will then be counted. There will be a minimum of four nominees in each category. The nominees will be those receiving the highest number of nominations, plus any ties for the lowest numerical position that has to be included to reach that minimum. A list of these nominees shall then be forwarded to the Secretary of the Faculty for the election, with the approval of the individuals listed.

2. The election of the at-large members. The election shall be held on April 1, or as soon as is possible afterward. Each year three members shall be elected, one from each category, and each must receive a majority vote from the faculty body assembled.

B. Each of the four components in the College of Arts and Sciences and the three components from the College of Professional Studies and Division of Engineering, designated above, shall conduct its own election under the chairmanship of the senior professor. There shall be two constraints placed upon these otherwise autonomous elections: (1) within each component, the members elected must be from at least two different faculty rank categories, and wherever three members represent a given component it is desirable that they come from three different categories; and (2) these elections must be held after the completion of the University-at-large election, and prior to the completion of the spring semester.

C. Term of office. The term of office for elected members shall be two years and will begin on July 1 following

the election. A member can be elected to serve only two consecutive full terms.

D. Provisions for vacancies. In case of any vacancy in the Faculty Council through death, resignation, or appointment to an administrative position involving less than 50 per cent teaching, or where a representative ceases to be a member of the faculty electing him, or is absent on leave for at least one semester, or is disqualified for other causes, the faculty of that unit losing its representative shall elect a successor to fill the unexpired term.

Section 3. Meeting and Designation of Quorum.

The Faculty Council shall meet at 3:15 p.m. on the first and third Thursday of each month during the academic year, and at the call of the President of the Council. A majority of the members shall constitute a quorum for the transaction of business. The affirmative vote of the majority of those members present shall be necessary for the passage of any resolution or motion.

All Faculty Committees which are appointed completely or in part by the Faculty Council shall report their recommendations to the Council. It will be the responsibility of the various Faculty Committee Chairpersons to communicate their committee recommendations to the Faculty Council Secretary for placement on the agenda of the Council. In addition, each standing committee shall provide an annual report of its activities by April 1.

Proposals or recommendations of individuals or groups of faculty members may be given to the Secretary for placement on the agenda.

The Faculty Council shall act on all matters on the agenda. The Council can approve, reject, or send back to committee any recommendations.

Section 4. Voting. Voting will be by voice or show of hands unless in particular instances, one-fourth present desire a secret ballot.

Article III

Officers and Duties

Section 1. Officers.

President: Nominations for Faculty Council President shall be solicited by written ballot from the entire faculty from December 1 to December 15. Nominations shall be sent to the Faculty Council Secretary who shall formulate a slate via the same procedure described in Article II, Section 2A. At the first January meeting of the entire faculty, a President-designate shall be elected. Election shall be by simple majority of the ballots as determined by a counting committee appointed by the Chancellor.

The President-designate shall sit as a voting member of the Faculty Council from January until July 1, at which time the full duties of President of the Faculty Council will be assumed. The Faculty Council President shall be elected for a one-year term and shall be eligible for re-election to one additional term.

Vice President: The Vice President shall be elected from its membership by the members of the Faculty Council at its first meeting. Election shall be by a simple majority of those members present. Term: one year.

Secretary: The Secretary of the Faculty Council shall be elected at the first meeting of that body by a simple majority of those members present. The Secretary need not be a duly elected member of the Faculty Council. The Secretary shall have no voting privileges unless the Secretary is also a duly elected Faculty Council member.

Section 2. Duties.

President: The President shall preside at all meetings of the Faculty Council, where he shall be bound by the By-Laws and Robert's *Rules of Order Newly Revised*. The President, Vice President, and Secretary shall prepare an agenda for each meeting of the Faculty Council.

Vice President: The Vice President shall preside at the meetings of the Faculty Council in the absence of the President. In addition, the Vice President shall serve as Chairperson of the Committee on Committees. In the absence of both the President and Vice-President, a President *pro tempore* shall be appointed by either the President or Vice President prior to the meeting.

Secretary: The Secretary shall keep the minutes of all actions taken by the Faculty Council. The minutes (including much of the debate and a numerical record of all votes) of the Council will be distributed to each voting member of the Faculty within seven (7) working days after the Council meeting. The Secretary shall send copies of the agenda, including all proposals to be discussed, to all Faculty Council members and appropriate administrative officials (including all department chairmen) so that these materials are received at least 72 hours prior to the meeting at which the proposal is to be discussed. In addition, the Secretary shall send a copy of the agenda to every voting Faculty member prior to the Council meeting.

Article IV

Standing Committees

Section 1. Committee Structure.

The Faculty conducts its business through committees which consider and debate issues and report recommendations to the Faculty Council for information or action, as the case requires. All members of the faculty

committees are appointed by the Faculty Council except for the student members who are appointed by the Student Government Association Representatives of the administration are appointed ex-officio but retain the vote. The Faculty-Administrative Relations Committee will be elected by the full faculty as described in the *Faculty Handbook*.

Standing committees are to be appointed no later than the last Faculty Council meeting of the preceding academic year. Chairpersons of committees appointed by the Faculty Council shall be responsible to report their committee recommendations to the Faculty Council Secretary for placement on the Council agenda.

A listing of currently constituted standing committees with the stated purpose and the membership of each will be found in the *Faculty Handbook*.

Section 2. Committee on Committees.

The Committee on Committees will be elected by the Faculty Council and will be composed of the Vice President of the Council (Chairperson) and four members of the Council: two from the College of Arts and Sciences, and two from the College of Professional Studies/Division of Engineering. The Chancellor will be a member of this committee. The Committee shall be elected at the first meeting of the Council each year and shall be responsible for recommending to the Council the members of all *ad hoc* and standing committees. In addition, the Committee will engage in periodic reviews of the structure and functions of each committee and make appropriate recommendations to the Faculty Council.

Section 3. Faculty Handbook Committee.

The Faculty Handbook Committee will be elected by the Faculty Council and is composed of the Vice President of the Council (Chairperson), four members of the Council: two from the College of Arts and Sciences, and two from the College of Professional Studies/Division of Engineering; and two *ex officio* members from the administration.

The Committee shall be elected at the first meeting of the Council each year and shall be responsible for recommending to the Council any revisions in the *Faculty Handbook* it deems appropriate and necessary.

Article V

Amendments

The Faculty Council shall have the power to initiate amendments to the By-Laws by a vote of two-thirds (2/3) of those members present at any regular or special meeting of the Council. Such amendments shall be approved by the Faculty and the Chancellor.

STANDING COMMITTEES.

Following is an alphabetical listing of currently constituted standing committees with the stated purpose and the membership components of each.

Admissions Committee.

Purpose: The Admissions Committee is responsible for supervising the execution of general admission policy established by the Board of Trustees and for maintaining the specific academic criteria for approved admission as established by the faculty. It ensures that admission policies are clearly expressed and openly published. It interprets both general and specific policies, and it studies and makes recommendations concerning proposals for new or revised policies.

Membership: Seven faculty members; two students.

Athletics Committee.

Purpose: The Committee on Athletics acts as a liaison group between the director of athletics and his staff and the faculty. The committee is charged with making recommendations to the Chancellor in the general field of intercollegiate athletics, placing specific emphasis on eligibility and disciplinary rules as well as several other areas as indicated in the manual of the National Collegiate Athletics Association. The committee also supervises, in consultation with the director of athletics, the club sports program on campus.

Membership: Five faculty members: two students.

Bookstore Committee

Purpose: The purpose of the Bookstore Committee is to advise the Bookstore in the making of general policies and to assist in the communication of these policies to students and faculty.

Membership: Four faculty members; four students.

Curriculum and Standards Committee.

Purpose: The Curriculum and Standards Committee has the following responsibilities: It evaluates the undergraduate curriculum as it relates to the aims and objectives of the university. This responsibility includes initiating changes in the general education and graduation requirements as well as assessing the evaluative process as it operates in the university. It reviews proposals for specific changes in curricula and after taking action on such proposals, makes recommendations to the Faculty Council as to their disposition. As part of its concern for maintaining high academic standards, the committee recommends to the Faculty Council criteria by which students continue in the university; it also evaluates course offerings and makes suggestions for improvement.

Membership: Fifteen faculty members; five students.

Departmental Honors Committee.

Purpose: The primary purpose and function of the Departmental Honors Committee is to serve as a screening body for those students seeking candidacy for departmental honors within the university. The committee recommends departmental honors candidates and recipients to the Faculty Council after reviewing the dossier of each applicant. The committee attempts to identify those students who are capable of superior academic performance and to encourage and stimulate their interest in research in specific areas of study.

Membership: Five faculty members; one student.

Faculty Administrative Relations Committee.

Purpose: The function of the Faculty Administrative Relations Committee is to investigate, mediate, and advise in times of personal or professional difficulties among faculty members and administrators when normal communication lines are not functioning to the satisfaction of any party involved. Normal communication channels through chairmen, directors, and deans should, however, be used whenever possible. Grievances, including matters such as tenure, promotion, salary and teaching duties, and failure to meet personal and professional responsibilities, may originate from either members of the faculty or administration and should be submitted in writing. The committee decides whether there is ample evidence to warrant an investigation, or whether the matter should be handled by some other means. Reports on individual cases are confidential, although reports on the findings of the committee will be given to the parties involved. An annual report on the activities of the committee in general will be given to the Faculty Council.

Membership: Three full-time members of the faculty, one of whom is elected each year for a three-year term. Qualifications include at least one year's service at UTC, rank of assistant professor or higher, and at least three years to retirement. Election is held at the first faculty meeting in the fall, and the senior member of the committee serves as chairperson.

Faculty Club.

Purpose: The Faculty Club Committee is charged with investigating and planning for the acquisition of a facility to provide the faculty with a place to dine, relax, and meet informally apart from normal campus activities. It will consider establishing a faculty club and encouraging faculty social events.

Membership: Six faculty members.

Faculty Research Committee.

Purpose: The policies and procedures governing grants have evolved over the years and are under constant review. The current focus is to assist faculty members interested in conducting well-defined and purposeful research or creative activities in their specialized fields, including research directly related to teaching assignments. Grants are usually limited to $1,500. Proposals are evaluated on the basis of overall merit. The potential contribution of the research or creative activity to the University or to the researcher's discipline is a basic criterion. The committee encourages the applicant to seek funds from other sources when needs so indicate; it sometimes makes small seed-money grants with this end in view. The committee also provides a mechanism for the exchange of ideas and constructive comments between the committee and applicant.

Membership: Nine faculty members.

Graduate Council.

Purpose: The Graduate Council is responsible for providing and periodically revising basic educational philosophy for the graduate programs at UTC, for ensuring the maintenance of high standards in the graduate programs offered, and for proposing and recommending to the faculty new graduate programs. The Graduate Council reviews and recommends individual courses to be offered for graduate credit as well as complete curricula for the programs. The Council is responsible for ensuring that both general admission policies as established by the Board of Trustees and policies approved for specific graduate degree programs are maintained. The Council also serves as an appeals board for graduate students.

Membership: Chairman appointed by University Administration; six faculty members.

Honor Court Committee.

Purpose: Administers the Honor Code as set forth in *Student Handbook*.

Membership: Chairman and two other faculty members appointed by the Faculty Council; eight students.

Interdisciplinary Honors Committee.

Purpose: The purpose of the Interdisciplinary Honors Committee is to supervise the development and implementation of the Interdisciplinary Honors Program. More specifically, the committee: (1) develops proposals for changes in the structure of the program; especially with regard to its relationship to the university curriculum as a whole; (2) supervises the recruiting of students and faculty to participate in the program; (3) approves topics for courses in the program; and (4) compiles information about honors and interdisciplinary work at other universities.

Membership: Six faculty members; one student.

Library Committee.

Purpose: The Library Committee functions as a liaison between the faculty, students, university administration and library staff. It acts as an advisory body to the university administration and library staff, making recommendations and suggestions with respect to library policies, programs, and procedures which are of concern to students and faculty. The committee's

advisory capacity includes, but is not restricted to, the following policy areas: (1) requests for funds from the general university budget, the University of Chattanooga Foundation, and other sources, including funds for acquiring special holdings; (2) allocation of funds from the State and other sources to the various departments and programs; (3) development of a balanced library collection which will meet current and projected teaching and research needs within available resources; (4) general policy and procedural aspects of library operation which affect the nature and type of services available to faculty and students; and (5) provision and utilization of physical facilities.

Membership: Fifteen faculty members; six students (other than library employees).

Parking Authority.

Purpose: The University Parking Authority recommends parking rates and regulations for the campus and makes recommendations to the Chancellor with regard to the planning of parking facilities. The Authority also determines the classification of parking spaces and approves procedures by which individual spaces are allocated.

Membership: Four faculty members; five students.

Petitions Committee.

Purpose: The Petitions Committee considers (1) student petitions for exceptions to academic regulations, (2) student appeals from academic suspension or dismissal, and (3) requests for readmission by former students who have been dismissed, or suspended more than once, for academic reasons. The committee takes extenuating circumstances into account and may modify academic regulations in specific cases.

Membership: Eight faculty members; one student.

Publications Board.

Purpose: The Publications Board is charged with supervision of and policy making for student publications and is directly responsible to the Chancellor. A detailed description of the Board and its work is set forth in *Manual for Student Publications*, March 1972.

Membership: Three student members; three faculty members nominated by the Faculty Council and appointed by the Chancellor; three administrative members; two alumni; *ex officio:* Editors and Advisors.

Public Events Committee.

Purpose: The Faculty Public Events Committee is provided with an annual budget and is charged with the responsibility of arranging for lectures, concerts and various other cultural activities. The budget also supports the Tennessee Poetry Circuit and departmentally sponsored programs, usually of university-wide interest. The committee also makes recommendations to the Chancellor for commencement speakers.

Membership: Ten faculty members; one student.

Scholarship Committee.

Purpose: The Scholarship Committee, acting upon the recommendations of the Financial Aids Office and upon the basis of other information at its disposal, chooses the recipients of all scholarships and grants-in-aid provided by endowments and other private funds. Recipients are selected upon the basis of academic performance, financial need, and the terms of specific scholarships. (The Committee is not charged with any responsibility in connection with federal financial-aid programs such as the Economic Opportunity Grants.)

Membership: Eight faculty members; one student.

University Programs Committee.

Purpose: The University Programs Committee reviews budget requests for student activities and recommends distribution of available funds. The Committee administers funds appropriated by the Student Senate for the purpose of bringing outstanding speakers to the campus. These programs are sponsored by various campus organizations under the general direction of the committee.

Membership: Four faculty members; *ex officio:* President and Vice-President, S.G.A.; two senators selected by the Student Senate; two heads of student organizations appointed by the Chancellor; representative of UT system.

APPOINTMENT OF THE FACULTY 3

Faculty Ranks. The term "faculty" is normally reserved for persons holding the following ranks: Professor, Associate Professor, Assistant Professor, Instructor.

The rank of Lecturer was used at the University of Chattanooga to designate those persons who for administrative reasons were outside the customary procedures for promotion and tenure. Such persons now on the UTC faculty as Lecturers are regarded as having the equivalent of one of the faculty ranks. Henceforth, following The University of Tennessee custom, persons named to the position of Lecturer will be only those under temporary appointment.

Members of the professional Library staff hold academic rank.

Faculty Privileges. Faculty status carries certain privileges, varying according to the type of appointment. A summary follows, with more detailed information given in other chapters, in particular Chapters 2, 5, and 8. All persons holding faculty appointments at the University have faculty library privileges during the term of appointment.

Full-time Appointments. Faculty privileges include the following:

(1) Eligibility for tenure.*

(2) Automatic membership in UT Joint Contributory Retirement System/TIAA-CREF.

(3) Eligibility for University insurance benefits.

(4) Automatic coverage under the Federal Old Age and Survivors Insurance Program (Social Security).

(5) Voting participation in the conduct of faculty business.

Certain other appointments in the University carry some of the above privileges, specified at the time of appointment.

Part-time Appointments. Provisions governing faculty privileges are as follows:

(1) Ineligible for tenure.

(2) Possibly eligible, if "regular" part-time faculty, for membership in UT Joint Contributory Retirement System/TIAA-CREF. The definition of eligibility is currently under study.

(3) Eligible for insurance benefits if appointment is for at least two consecutive semesters and for at least 75 percent of full-time effort.

(4) Coverage under the Federal Old Age and Survivors Insurance Program (Social Security) provided that appointment is for both semesters of the academic year with a teaching load of six semester hours each semester and/or twelve semester hours for the total academic year.

(5) Ineligible for voting participation in the conduct of faculty business.

Limited-term Appointments. Provisions governing faculty privileges for those holding full-time appointments for limited terms are as follows:

(1) Ineligible for tenure.

(2) Eligible for membership in the UT Joint Contributory Retirement System plan only if holding an existing contract with TIAA-CREF, and retirement benefits are limited to the contributions to the contract.

(3) Eligible for insurance benefits if appointment is for at least two consecutive semesters.

(4) Covered under the Federal Old Age and Survivors Insurance Program (Social Security).

(5) Ineligible for voting participation in the conduct of faculty business.

Part-time ad hoc Appointments. Part-time instructors may be employed on an *ad hoc* basis as conditions warrant.

Rank of Emeritus. It is the policy of The University of Tennessee at Chattanooga to award an emeritus rank to each member of the faculty who holds the rank of professor, or its equivalent, at the time of retirement.

Eligibility for Appointment. The policy of the University is to make all appointments in all ranks in keeping with the strict principle of equal opportunity. No person is denied employment, advancement, salary adjustment, or reasonable use of University facilities on grounds of race, color, creed, sex, or national origin.

As an Equal Opportunity Employer, University personnel policies permit the employment of persons related by blood or marriage. Preferably such persons should be employed under a different organizational line or authority, which means that each has a different supervisor or department head. However, this is not to prohibit the employment of qualified members of the same family in the same department so long as one member is not in a position to determine the appointment, retention, salary, promotion, or unduly influence

*The following individuals are not eligible for tenure: (a) part-time faculty, (b) faculty who are appointed to research positions funded from grants and contracts and who are notified in writing that such service is not applicable to consideration for tenure, (c) individuals who are appointed to the University in administrative positions with academic rank and who are notified in writing that such service is not applicable to consideration for tenure.

any decision made concerning another employee related to him or her. Should a situation so develop where one member of a family finds himself or herself in a position of responsibility affecting a relative, he/she should waive all decision-making authority, thereby passing such authority to the next higher administrative officer. In any event, decisions made concerning members of the same family should not be influenced by race, color, creed, sex, or national origin.

Criteria for Appointment. The following criteria, which are initial and subject to revision upon recommendations from the various faculties, should be considered as guides and assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced by superiority in others. In certain specialized fields of endeavor, some of these criteria should be replaced by other standards.

Professor:

(1) The doctorate or equivalent training and experience,
(2) Established reputation as a teacher,
(3) Established record in research and scholarly or professional attainment,
(4) Record of effective participation in professional activities other than teaching and research,
(5) Demonstrated ability to relate effectively to students and professional colleagues.

Associate Professor:

(1) The doctorate or equivalent training and experience,
(2) Good reputation as a teacher,
(3) Good record in research and scholarly or professional attainment,
(4) Interest and participation in professional activities other than teaching and research,
(5) Demonstrated ability to relate effectively to students and professional colleagues.

Assistant Professor:

(1) The doctorate or equivalent training and experience (in certain fields the Master's degree may be sufficient),
(2) Demonstrated ability as a teacher,
(3) Definite evidence of research ability and scholarly or professional promise,
(4) Demonstrated ability to relate effectively to students and professional colleagues.

Instructor:

(1) The Master's degree or equivalent training and experience,
(2) Interest in teaching,
(3) Interest in research,
(4) Excellent scholastic record as a student,
(5) Evidence of ability to relate effectively to students and professional colleagues.

Term of Appointment. Faculty appointments may be for nine months or twelve months except that temporary appointments are for a specified period of time.

Persons on the regular academic faculty appointed to teach nine months are paid in twelve monthly installments for the nine months service. For salary calculations each of the two semesters is considered to be of equal length, although the schedule of payments does not provide for an equal number of payments in each semester.

Extra compensation paid faculty on nine-month appointments for teaching during the summer terms is calculated on the basis of 1/48 of the academic year salary for each credit hour taught. Appropriate percentages of full-time effort and remuneration may be arranged by the department head, dean, and Vice Chancellor.

All regular appointees are legally (see By-Laws of The University of Tennessee, Article 1, Section II (d)) on one-year appointments renewable each year, normally beginning September 1 and ending August 31. Renewals and appointments are made annually by the placement of personnel names in the budget approved by the Board of Trustees. Notification of such renewal, specifying the salary, is given by the dean or other responsible administrative officer, with the approval of the Vice Chancellor for Academic Affairs.

Procedure. The objective of all administrative officers concerned is to strive to observe equitable criteria in determining appointments to the different ranks throughout the University. Obviously, adherence to the criteria in their entirety cannot be observed by all divisions of the University at all times. The endeavor to adhere to them, however, should result in a continuous strengthening of the faculty. All appointees to a given rank may not rate equally high with respect to all criteria, but deficiencies in some ought to be counterbalanced by superiority in others. Appointments to the ranks of professor, associate professor, assistant professor, and instructor in the University are written in the Office of the Chancellor. Department heads shall consult with departmental faculty of equal or superior rank to that of the prospective appointee before nominations are forwarded to the dean or director.

PROMOTIONS AND SALARY ADJUSTMENTS

4

Promotion in rank or increases in salary are in part a recognition of past achievement. They are also a recognition of promise and a sign of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. The policy of the University is to make promotions and salary adjustments strictly on the basis of merit. Promotions and salary adjustments are made objectively, equitably, impartially, and as a recognition of merit in line with the following policies and procedures.

Promotions in rank and salary adjustments within rank are normally effective July 1 for twelve-month appointments and September 1 for nine-month appointments.

Criteria for Promotion in Rank. The following criteria are initial and subject to revision upon recommendation from the various faculties. In general, the criteria for promotion in rank are the same as those for appointments in the various ranks. These criteria should be considered as guides and are assigned varying degrees of weight. Deficiencies in some criteria ought to be counterbalanced adequately by superiority in others. In certain specialized fields of endeavor, some of these criteria may be replaced by other standards.

Professor:

(1) The doctorate or equivalent training and experience,
(2) Established reputation as a teacher,
(3) Established record in research and scholarly or professional attainment,
(4) Record of effective participation in professional activities other than teaching and research,
(5) Normally, a minimum of five years in rank as an associate professor,
(6) Demonstrated ability to relate effectively to students and professional colleagues.

Associate Professor:

(1) The doctorate or equivalent training and experience,
(2) Good reputation as a teacher,
(3) Good record in research and scholarly or professional attainment,
(4) Interest and participation in professional activities other than teaching and research,
(5) Normally, a minimum of four years in rank as an assistant professor,
(6) Demonstrated ability to relate effectively to students and professional colleagues.

Assistant Professor:

(1) The doctorate or equivalent training and experience (in certain fields the Master's degree may be sufficient),
(2) Demonstrated ability as a teacher,
(3) Definite evidence of research ability and scholarly or professional promise,
(4) Demonstrated ability to relate effectively to students and professional colleagues.

PROCEDURES FOR EFFECTING PROMOTIONS AND SALARY ADJUSTMENTS.

(1) Recommendations for promotion are submitted by the department head or other appropriate administrative officer, after consultation with either the rank and tenure committee of the department or the members of the department or administrative unit who are at the academic level to which the person is to be promoted, or above. As part of the continuing management-by-objective process, each faculty member is evaluated annually in relation to promotion, salary adjustments, and when appropriate, the granting of tenure. The faculty member will be advised in writing by the department head or other appropriate administrative official of the schedule for this evaluation, and he or she will be given the opportunity to submit evidence relevant to the review of his or her performance and future promise.

(2) Recommendations for salary adjustments are submitted by the department head or other appropriate administrative officer.

(3) Recommendations for promotion and salary adjustment are considered by the dean or comparable officer of the appropriate college or school. Recommendations concerning such administrative officers themselves are submitted by the next administrative officer.

(4) The dean or director makes his or her formal recommendations concerning promotions and salary adjustments to the Vice Chancellor for Academic Affairs.

(5) The Vice Chancellor reviews all such recommendations, registers his or her own judgment in each case, and makes his or her recommendations to the Chancellor.

(6) The Chancellor reviews the budget and proposed promotions and makes recommendations to the President.

(7) The President evaluates the recommendations submitted by the Chancellor, registers judgments, and seeks approval of the Board of Trustees to implement the proposed salary increases and promotions.

(8) The faculty member is entitled to an appeal to any of the parties mentioned in the above steps, following the order of the administrative officials listed above.

FREEDOM, RESPONSIBILITY, AND TENURE*

5

Freedom and Responsibility of the Faculty Member. The Board of Trustees of The University of Tennessee recognizes and supports the fundamental concept of academic freedom in the full context of professional responsibility. (See the statement, "Principles Governing Freedom, Responsibility, and Tenure," adopted by the Board on November 4, 1955 and endorsed as amended on June 17, 1971.)

All members of the faculty have as a primary responsibility an honest and persistent effort to seek and to say the truth that lies within their respective areas of inquiry and competence. This endeavor requires a high level of personal integrity and professional discipline, as demonstrated in teaching, research, and publication of findings. It is appropriate that all such activity be subject to the careful scrutiny of professional colleagues, and that such scrutiny serve as the primary basis for the evaluation of one's qualifications for continued membership in the University. It is therefore important that there be a clear understanding between the University and each member of the faculty as to the terms of membership, the extent of duties, and the principles for evaluation of service. Under no circumstances may such an agreement abrogate a faculty member's basic rights as a citizen and private person to pursue such chosen ends and interests as are consistent with the laws governing all members of society. At the same time it should be recognized that membership in the University inevitably provides an expansion and enhancement of the powers of a private person and that no member of the faculty is entitled to take advantage of such increased powers either for the promulgation of purely personal opinions or for the pursuit of aims not consistent with the mission of the University.

More specifically, every faculty member enjoys an unusual opportunity to know and to influence a large number of students, both within the classroom and within the wider context of University life. This is not an opportunity which is open to the average citizen. As a member of the University community, therefore, the faculty member is not simply a private person. Academic freedom must be exercised in such a way as to claim no more authority than one's professional competence and the nature of one's appointment render appropriate.

In all contexts outside the University the faculty member must distinguish between purely personal actions or opinions and activities undertaken on behalf of the University. The University assumes no responsibility for the extramural statements of the faculty, and every member shall in appropriate cases make it clear that his statements are personal with him or her and are not sponsored or approved by the University. Only under such conditions can the faculty enjoy mutual confidence and loyalty within its own company or command the respect and support of the society to which the University is responsible.

Probationary Employment. All faculty members are entitled to fair and reasonable procedures in the determination of their employment—its nature, scope, and extent.

Except in the case of temporary (i.e., limited-term) appointments, the first several years of service constitute a probationary period during which faculty members are expected to demonstrate their fundamental competence as scholars and teachers as well as their promise of long-term usefulness to the mission and programs of the University.

Prior to the end of the probationary period (which may vary from one to seven years, depending upon rank and prior experience at the time of initial appointment, as well as upon quality of performance), a judgement is made concerning tenure. Time spent on leave from the University will not be considered as part of the probationary period. If tenure is granted, the University declares thereby that there is a reasonable presumption of the individual's professional excellence. This presumption is, however, open to review, and must not be taken in any sense as a guarantee of lifetime employment once tenure has been granted. The burden of disproving the presumption of professional fitness rests with the University. In no case may the individual be dismissed from the University without academic due process, as outlined below.

Tenure is thus defined as follows: Within the limitations of The University of Tennessee *Charter and By-Laws*, academic tenure provides expectation of continuing employment that will not be terminated except for (a) demonstration of adequate cause after the oppor-

*The provisions of this chapter do not apply to the following individuals: (a) part-time faculty, (b) faculty who are appointed to research positions funded from grants and contracts and who are notified in writing that such service is not applicable to consideration for tenure. These individuals are not eligible for tenure, and their appointments are not governed by the policies contained herein relating to probationary employment and termination of non-tenured or tenured faculty. Such personnel, however, do have access to the procedures described in the section entitled, "Review of Complaints Concerning Alleged Violations of Academic Freedom."

tunity for a hearing before a properly-constituted committee of the faculty and administration; (b) *bona fide* financial exigencies affecting the University which require termination of one or more faculty members; and (c) retirement.

Tenure is not granted until after the individual has completed at least one academic teaching year at The University of Tennessee at Chattanooga regardless of prior service or academic rank.

Previous full-time service with faculty status at other colleges or universities may be considered part of the probationary period, although it may be agreed in writing that the new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. The number of years accepted as a part of the probationary period will be acknowledged in the initial letter of appointment for each new faculty member, so that the number of probationary years allowed the faculty member at The University of Tennessee at Chattanooga is clearly understood by the individual and the institution.

By State law, tenure is not granted to persons who are not citizens of the United States.

The distinction between tenured and untenured faculty in no way entails a distinction between those with academic freedom and those without it; nor does it entail a distinction between persons entitled to due process in the determination of continued employment and persons not so entitled. However, the procedures for terminating tenured and untenured faculty are not identical, as explained in subsequent sections of this chapter.

Procedures Governing the Probationary Period. The faculty member is advised at the time of initial appointment of the general nature of the duties expected of him or her. Specific responsibilities are assigned to faculty from term to term by the department head. General information concerning criteria for evaluation of performance and the procedures for this evaluation is made available in the *Faculty Handbook* and other sources. Special circumstances, standards, and details applicable in any individual case are explained in the department, school, or college.

As part of the continuing management-by-objective process, each faculty member is evaluated annually in relation to decisions concerning promotion, salary adjustments, and the granting of tenure. The faculty member will be advised, in writing, by the department head or other appropriate administrative official of the schedule for this evaluation; and he or she will be given the opportunity to submit evidence relevant to the review of his or her performance and future promise.

Retention evaluations of all probationary faculty are conducted by the following reviewing agencies:

(1) The department head or other responsible administrative official, after consultation with the tenured faculty of the department or the rank and tenure committee of the department, and, where appropriate, students, faculty outside the department, and professional colleagues;

(2) the dean or director of the college or administrative unit;

(3) the Vice Chancellor for Academic Affairs;

(4) the Chancellor;

(5) the President;

(6) the Board of Trustees.

The primary bases for a recommendation of retention are the academic and scholarly qualifications and achievements of the candidate, the promise of continued professional growth, the extent of potential contribution to the University, and the present or projected staffing needs of the University.

Unless the faculty member receives an affirmative recommendation for tenure before the beginning of his last probationary year, his or her appointment at the University will be terminated.

Not later than March 1 of the first academic year of service, the individual who will not be recommended for reappointment for a second year will be notified in writing by the Chancellor upon recommendation of the department head, the dean, and the Vice Chancellor for Academic Affairs. If an appointment of this kind terminates during the academic year, the individual must be so notified at least three months in advance. If an individual is in a second year of service, the notification will be not later than December 15 of that year (or, if the appointment terminates during an academic year, the notification will be at least six months in advance). If the individual has served two or more years at the University, such notice will be given twelve months before the expiration of the appointment.

The faculty member who has thus received notice of non-reappointment may request, either orally or in writing, an account of the reasons for the decision not to reappoint. Such a request must be sent to the Vice Chancellor within three weeks after receipt of the notice of non-reappointment. An account of these reasons will then be given, in writing if so requested, by the Vice Chancellor or his or her designate within three weeks after receipt of the request. The faculty member may request a reconsideration by the Chancellor.

Review of Complaints Concerning Alleged Violations of Academic Freedom. If a faculty member feels that a non-reappointment constitutes a violation of academic freedom, he or she may ask for a review of the decision by the department head, the dean, and the Vice Chancellor. Beyond this, he or she may ask the Vice Chancellor for a conference with the Faculty Council Tenure Advisory Committee, which committee shall be elected annually by the Faculty Council and whose membership shall be composed of tenured representatives from the faculty and the academic administration. A member will remove himself or herself from the consideration of any case if he or she deems himself or herself disqualified by reason of bias or interest. The faculty member's allegations shall be accompanied by a statement that he or she agrees to the presentation, for the consideration of the committee, of such reasons and evidence as the

institution may allege in support of its decision. The committee will determine whether or not the notice of non-reappointment constitutes a violation of academic freedom. The Faculty Council Tenure Advisory Committee will transmit its findings and recommendations to the Chancellor, who will either confirm the non-reappointment, ask for further review of the case at which proceedings the burden of proof would be upon the faculty member, or extend the appointment. The faculty member has the right of further appeal to the President and the Board of Trustees.

Tenure Appointments. The University of Tennessee Board of Trustees adopted the following statement on the granting of tenure at its June, 1971 meeting:

Tenure shall be granted only through positive action. No person shall attain or be granted tenure at the time of initial appointment or thereafter except upon the approval of the appropriate department head, dean, academic vice chancellor, chancellor, the President of the University, and the Board of Trustees. Tenure, after approval by the Board of Trustees, shall become effective when confirmed in writing by the appropriate chancellor.

Consequently, recommendations for the granting of tenure by the Board of Trustees are made by the following persons:

(1) The department head, after consultation with tenured faculty of the department or the rank and tenure committee of the department and, where appropriate, with students, faculty outside the department, and professional colleagues,

(2) The dean or director of the college or administrative unit,

(3) The Vice Chancellor for Academic Affairs,

(4) The Chancellor,

(5) The President.

Notice of granting tenure by the Board of Trustees will be given by the Chancellor immediately following Board action.

Criteria for Tenure Decisions. The following criteria are relevant to decisions governing the awarding of tenure. The list is not necessarily comprehensive nor should it be assumed that the items are of equal significance, that each is essential for every individual under consideration, or that they are arranged according to relative importance.

(1) Teaching effectiveness,

(2) Evidence of scholarship in written work and in teaching,

(3) Service to the community and the state,

(4) Staffing needs of the University,

(5) Professional degrees, awards, and achievements,

(6) Promise of professional growth,

(7) Advisory service to students,

(8) Professional activities,

(9) Membership and leadership in professional organizations,

(10) Participation in University activities,

(11) Service to the University,

(12) Demonstrated ability to relate effectively to students and colleagues. Tenure is granted only to full-time faculty in the following ranks: professor, associate professor, assistant professor, and, under special circumstances, instructor.

Procedures for Termination of Tenured Personnel. The services of tenured faculty members may be terminated for adequate cause in extraordinary circumstances because of financial exigencies, and retirement for age.

(1) "Adequate cause" for dismissal is defined as incompetence (which shall include willful neglect of duty) or moral turpitude related to the fitness of a faculty member in his or her professional capacity as a teacher or researcher. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights as American citizens. Dismissal on the grounds of moral turpitude is based on that behavior which is utterly blameworthy with respect to the faculty member's fitness in his professional capacity. The standard is behavior that would evoke condemnation by the academic community generally.

(2) "Extraordinary circumstances" means financial exigencies affecting the University which require termination of service of one or more faculty members. It is understood that the University shall exert every effort to make suitable adjustments in assignments of personnel, with weight being given to seniority of service. The place of any faculty member so released shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered in writing reappointment at the rank he or she held at the time of termination with comparable remuneration, and he or she has declined.

(3) The retirement age within the University is legally defined as 65 years, with the effective date for retirement being August 31 of the academic year in which the faculty member attains age 65. However, it is also provided that personnel who attain age 65 may be continued in full employment at the discretion of the University for one-year periods not to exceed age 70. There is an annual review of the status of each person who has attained age 65. This review is accomplished through the normal administrative channels which are followed in budget making, promotions, and similar matters.

The process for termination for adequate cause of a faculty member with tenure or with a special or probationary appointment before the end of a specified term is as follows:

Dismissal of a faculty member with continuous tenure, or with a special or probationary appointment before the end of the specified term, will be preceded by:

(1) discussions between the faculty member and the Vice Chancellor for Academic Affairs, looking toward an amicable settlement;

(2) informal inquiry by the Faculty Council Tenure Advisory Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken, without its opinion being binding upon the Chancellor;

(3) a statement of charges, framed with reasonable particularity by the Chancellor or his delegate.

A dismissal will be preceded by a statement of reasons, and the individual concerned will have the right to be heard by a special committee appointed by the Faculty Council and consisting of members of the faculty and the administration. Members of the special committee will remove themselves from the case if they deem themselves disqualified for service by reason of bias or interest.

(1) Service of notice of hearing with specific charges in writing will be made at least 20 days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.

(2) During the proceedings the faculty member will be permitted to have an academic advisor and a counsel of his or her choice.

(3) A verbatim record of the hearings will be taken and, upon request, a typewritten copy will be made available to the faculty member without cost to him or her.

(4) The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

(5) The hearing tribunal will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

(6) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will, insofar as possible, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

(7) The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of his statement, the committee will identify the witness, disclose his or her statement, and if possible provide for interrogatories.

(8) In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

(9) The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

(10) The findings of fact and the decision will be based solely on the hearing record.

(11) Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees. The Chancellor and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.

(12) If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the Chancellor. If the Chancellor rejects the report, he will state his reasons for doing so, in writing, to the hearing committee and to the faculty member, and provide an opportunity for response before transmitting the case to the President and the Board of Trustees. If the hearing committee concludes that adequate cause for dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons.

If dismissal or other penalty is recommended, the Chancellor will transmit the record and his recommendations to the President and the Board of Trustees. Review by the Board of Trustees will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives.

Until the final decision upon termination of an appointment has been reached, the faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to himself or herself or others is threatened by his or her continuance. Before suspending a faculty member, pending an ultimate determination of his or her status through the institution's hearing machinery, the administration will consult with the Faculty Council Tenure Advisory Committee. Suspension is appropriate only pending a hearing; a suspension which is intended to be final is a dismissal and will be dealt with as such.

In any case of suspension the accused faculty member should suffer no loss of salary unless his or her appointment is duly terminated, in which event the committee, subject to the approval of the Board, will determine the date of termination, and in determining that date may take into account the length and quality of service of the faculty member.

Tenure for Administrative Personnel. The tenure of a faculty member who holds an administrative position, such as that of dean or department head, extends only to the faculty position which he or she may hold conjointly with such administrative position.

FACULTY TERMINATIONS

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Termination of Tenured and Untenured Personnel. Termination of all appointments, other than by retirement or resignation, or after a period of employment specified in the original letter of appointment, is conducted in the manner described in Chapter 5 of this manual.

Resignation. It is the clear obligation of faculty members who wish to resign to make their resignations effective at the end of the academic year, or under exceptional circumstances, at the end of a semester. In all cases notification of resignation should be made early enough to obviate serious embarrassment or inconvenience to the University.

Pay Due on Resignation. Leave pay due on resignation will include a pro rata share of annual leave. Teaching faculty serving on nine months appointment and severing connection with the University before the end of the academic year are paid for the number of semesters of teaching on the basis of one-half of the annual salary per semester. Example: At an annual salary of $12,000, with resignation at the end of the first semester, the faculty member would be entitled to one-half of $12,000, or $6,000. The individual would have been paid through December four-twelfths of his or her salary for the appointment year, which runs from September 1 through August 31. The faculty member would, therefore, receive $2,000 (less normal deductions) for January to terminate his or her services.

Death. The University policy with reference to pay for services rendered by faculty in active service whose appointment year is terminated by death is as follows: Personnel employed on a nine-month basis: The beneficiary of the deceased faculty member will receive the pro rata share of the annual salary earned but unpaid at the time of death plus one calendar month's pay.

Personnel employed on a twelve-month basis: The beneficiary of the deceased faculty member will receive his/her regular pay to the end of the month in which death occurred, plus accrued annual leave, plus one calendar month's pay.

LEAVES OF ABSENCE, VACATIONS, AND HOLIDAYS

The University views favorably leaves of absence for professional growth and development. Leaves of absence may be granted upon written request of the faculty member and upon the recommendation of the department head, dean or director, the appropriate vice chancellor, and the Chancellor.

Leaves of absence are normally granted for not more than one year and normally without University compensation. Each individual case will be considered on its own merit. (See Chapter 17 for Sabbatical leaves.)

Sick Leave. The policy of the University is to grant sick leave. The administration of this policy varies with the circumstances of the individual case. Factors considered in making the determination are: (a) length of service, (b) necessity for replacement, (c) quality of past service and potential future with the University.

Military Leaves for Short Tours of Active Duty. Tennessee law authorizes leaves of absence from their respective duties for members of the reserve components of the Armed Forces of the United States who are employees of the State, or any political subdivisions thereof. Any regular employee of the University, at any location, who is a member of a reserve component of the Armed Forces of the United States is entitled to a leave of absence without loss of time, pay, legal leave, vacation leave, impairment of efficiency rating, or any other rights or benefits to which he or she would otherwise be entitled for all periods of military service during which he or she is engaged in the performance of duty or training in the service of this state or of the United States. Such officer or employee, while on such military leave, is paid his or her salary or compensation for a period or periods not to exceed fifteen working days in any one calendar year. Academic faculty members are expected to perform their active duty military training in the summer and when they are not receiving extra pay for summer session.

Policy Relative to Extended Military Leave. Except under emergency conditions of total war, faculty and staff members should not seek active military duty at dates which would conflict with the normal conduct of University business appropriate to their employment. Since members of the reserve forces may be called involuntarily at dates not selected by the individual, the University will cooperate with such staff members and the Armed Forces in every manner possible. In general, the person called to active duty will be placed on military leave effective the date of his or her assumption of active military duty and will be returned to the employment of the University at the end of active duty. If such dates do not coincide with the beginning or ending dates of the academic year or of any school term, the computation of and payment for accrued leave, if any, as well as the specific dates for release from and resumption of University duties, will have to be determined by appropriate officials in each particular case. Persons returning from military leave will enjoy the same rights and privileges to which they were entitled before they began military duty.

It is the duty of the department to find replacements for persons so called, if necessary.

Fringe Benefits of University Employees on Leave. Although the University has no option in choosing the date at which the leave becomes effective, extended military leaves will be treated in the same manner as normal leave in respect to fringe benefits.

(1) *Social Security.* Social Security deductions and contributions by the employer will cease with the last pay check payable to the employee before the employee goes on leave and will be renewed with the first check from the University after return from leave.

(2) *TIAA/CREF.* Contributions on the part of the employer cease with the last pay check to the employee. The employee, however, may elect to continue contributions by depositing with the University Treasurer several months' payments in advance and having the remittance made through University channels.

(3) *Hospitalization-Life Insurance.* Hospitalization-life insurance coverage may be continued while the employee is on leave if he or she is willing to pay the entire premium applicable thereto. These premiums should be paid at least quarterly in advance to the Treasurer's Office.

Maternity Leave. Provisions for maternity leave apply to University personnel on nine-month appointments as well as those on twelve-month appointments.

An employee who is pregnant will be granted a maternity leave of absence on request. An employee will be granted leave without pay for maternity reasons after she has used any sick leave or vacation leave for which she is eligible. The use of sick leave for this purpose is limited to the period(s) during which the employee's doctor certifies that she is disabled for work.

The beginning date of maternity leave is normally at the end of the seventh month of pregnancy. However,

the date may be earlier or later if the employee's obstetrician regards it to be in the best interest of the employee or of the University.

Normally, maternity leave will end within a three-month period following childbirth. Additional leave time may be allowed if the employee's physician states, in writing, that it is needed for medical reasons. Upon returning to work, the employee shall present a physician's statement indicating her ability to resume work.

If within the three-month period following childbirth an employee has not returned to work or notified the department head (academic personnel) or the Personnel Office (non-academic personnel) in writing that she desires to return to work, she will be considered to have resigned her position and may be terminated.

An employee returning from maternity leave will be entitled to the same position she left or a similar position at the same level and rate of pay.

Vacations and Holidays. The importance of rest and recreation is recognized, and faculty should avail themselves of the opportunity to take vacations. All personnel are expected to keep their administrative superiors informed of their whereabouts in periods of absence.

Annual Vacations, Twelve-month Appointees. Faculty members regularly employed on a twelve-month basis are entitled to 24 working days annual vacation with pay. Personnel on twelve-month appointments may accumulate and carry forward from one calendar year to the next a maximum 42 days vacation. The faculty member will arrange the timing of vacations with his or her immediate superior.

Annual Vacations, Nine-month Appointees. All faculty members regularly employed on a nine-month basis are considered to be on vacation after the spring semester Commencement and all reports have been made, to a reasonable period prior to the beginning of the fall semester.

Designated Holidays. The following holidays are normally recognized by the University, and others may be declared from time to time by the administration.

New Year's Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

RETIREMENT PLANS FOR ACADEMIC AND ADMINISTRATIVE PERSONNEL

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Social Security. All full-time faculty members are automatically covered under the provisions of the Federal Old Age and Survivors Insurance Program (Social Security). Eligibility is prescribed by the terms of a private contract with the Social Security Administration since the University is not automatically covered by law. No enrollment forms or physical examinations are necessary. The University and the employee each contribute at the rate prescribed by the current Federal Social Security legislation.

Part-time faculty are covered under Social Security if they are appointed for the two semesters of the academic year and teach six credit hours each semester and/or twelve credit hours for the total school year.

University of Tennessee Retirement Plans. Retirement benefits for faculty and staff of The University of Tennessee are provided through two separate retirement plans. Non-academic employees are covered in the Tennessee Consolidated Retirement System, the same plan which provides retirement allowances for state employees. Faculty and staff members are eligible for the Joint Contributory Retirement System (TIAA/CREF) if they are engaged in professional duties classified as teaching, library service, public service, research, administrative, or administrative-professional. Specifically excluded from membership are the following categories of employees:

(1) *Bona fide* students (as defined by the University), including teaching assistants, graduate assistants, student laboratory assistants, and educational interns;

(2) Visiting or temporary teaching staff of whatever rank, employed without a view to continuous duty, except in the case of individuals who have existing contracts with TIAA/CREF (see "Limited-term Appointments" in Chapter 3, above);

(3) Employees eligible to be covered under a federal retirement act;

(4) Part-time employees who, in the case of teaching faculty, are not "regular part time." The definition of eligibility is currently under study.

Staff members classified as administrative or administrative-professional have the option of participation in the Tennessee Consolidated Retirement System or the Joint Contributory Retirement System.

Full details concerning eligibility for and benefits of these two retirement systems may be found in the handbook, *Benefits and Services Available to Faculty and Staff of The University of Tennessee,* distributed from the Office of the Chancellor.

INSURANCE COVERAGE 9

The University makes the following insurance provisions for the faculty.

Health, Accident, and Hospitalization Group Insurance Plan. Faculty members may participate in a University approved group insurance plan through the Provident Life and Accident Insurance Company of Chattanooga. A full-time faculty member may apply for insurance under several coverages: (1) the basic joint contributory hospitalization, life, and modified major medical insurance; (2) sickness and accident insurance; (3) extended major medical insurance; and (4) long-term disability insurance. If the faculty member desires coverage under one or more of these policies, he should complete the required application forms on each policy. Application forms should be forwarded with other appointment data.

A new faculty member is eligible for coverage after completion of one month of employment, provided applications are properly signed and processed. He will be insured on the first day of the calendar month coinciding with or following completion of one month's service. New or former employees who fail to complete their application forms within sixty days from date of employment may secure group insurance coverage by furnishing the insurance company with satisfactory evidence of insurability, submitted at the expense of the employee. New faculty members will normally be notified of these insurance policies by their deans, directors, or department chairmen. Any faculty member, however, should feel free to investigate these policies and obtain those which he desires to carry.

Those who carry this insurance may make a change of dependency coverage whenever warranted, cancel the insurance by giving written notification, or convert the basic hospitalization policy when they terminate *active* employment with the University. The University pays one-half of the total cost of the Basic Group Hospitalization Insurance Program (coverage 1 above).

Claim blanks are available in the UTC Personnel Office. Premiums are handled through payroll deductions. Complete details concerning insurance benefits obtainable through the University are found in the handbook, *Benefits and Services Available to Faculty and Staff of The University of Tennessee,* distributed from the Office of the Chancellor.

Comprehensive General Public Liability Insurance. The University carries this insurance in the event non-employees should be injured due to negligence on the part of University employees or defectiveness of University buildings, campus or equipment.

Workmen's Compensation Insurance. This insurance permits the University, although not waiving its immunity as an arm of the State, to accept the provisions of the Tennessee Workmen's Compensation Act and provides the benefits prescribed by the Act for its employees injured in line of duty. Additional benefits over and above those required by the Act are provided by the policy in that full medical expenses resulting from an accident are covered (the requirements of the Compensation Act limit the amount of medical expenses which may be required of an employer).

In order to take advantage of this insurance, employees must report accidents immediately. The accident report should be in writing and should cover all the basic details relating to the accident. Chattanooga personnel should send reports directly to the Personnel Office.

Liability Insurance Coverage. The following statements set forth the basic coverage in force in the various liability insurance areas. Additional information may be obtained from the Office of the Treasurer or Legal Counsel.

(1) *Automobile Liability Insurance.* The University carries blanket automobile liability insurance coverage on all University owned and leased motor vehicles which are licensed to operate on public roads. The limits of this coverage are $100,000 per person/$300,000 per accident for bodily injury and $50,000 per accident for property damage. This liability protection against claims or awards for damages extends to University employees and other authorized personnel who may be driving such vehicles at the time of an accident.

The University's automobile liability policy does not provide any automatic medical benefits to the driver, to passengers, or other third parties who may be injured in an accident involving a University automobile. The protection afforded is only from judgments for damages which might be awarded against the University or the driver as the result of an accident. Bodily injury to fellow University employees occurring in the course of their employment is excluded from the coverage extended an employee. However, the benefits of workmen's compensation insurance are available to University employees for such injuries.

Protection under the University's automobile liability policy does not extend to owners of personal vehicles who may be driving them on official University business. Staff members who use their personal cars on University business, and particularly those who may transport students on field trips and other outings,

should maintain adequate personal automobile liability insurance coverage.

It is not the policy of the University to carry collision insurance on its vehicles since experience has indicated that it is more economical to self-insure this risk.

(2) *Public Liability Insurance.* There are many distinct and rather technical areas of liability insurance. Set forth below are the basic areas and scope of coverages afforded by the University's liability policy.

a. *Insurance company's general obligation.* The insurance carrier is obligated to pay on behalf of the insured all sums which the insured *shall become legally obligated to pay as damages* because of bodily injury, personal injury, or property damage to which this insurance applies, caused by an occurrence, and the company has the right and duty to defend any suit against the insured seeking damages on account of bodily injury, personal injury, or property damage.

b. *Parties covered as "named insureds."* Protection is afforded to The University of Tennessee and to any member of the teaching or administrative staff or other employee of the University as "named insureds" for occurrences within the scope of the policy coverages.

c. *Scope of policy coverages.*

1. *Comprehensive General Liability Insurance.* This area of coverage pertains to suits or damages because of bodily injury or property damage resulting to *third parties.* Coverage is not afforded under this portion of the policy for bodily injury occurring in the course of employment or property damage incurred by or resulting to University employees.

2. *Personal Injury Liability Insurance.* This area of coverage pertains to the following group of offenses: (a) false arrest, detention or imprisonment, or malicious prosecution; (b) libel, slander, defamation or violation of right of privacy; and (c) wrongful entry or eviction or other invasion of right of private occupancy.

3. *Contractual Liability Insurance.* This area of coverage pertains to damages or suits resulting from contractual liability assumed by the University under written contracts with third parties.

d. *Limits of coverage.* The policy limits for the above coverages are as follows:

Comprehensive General Liability—
Bodily injury $100,000 each person; $300,000 each occurrence.

Property damage $50,000 each occurrence; $50,000 aggregate.

Personal Injury Liability—
Each person aggregate $100,000; general aggregate $300,000.

Contractual Liability Insurance—
Bodily injury $100,000 each person; $300,000 each occurrence.

Property damage $25,000 each occurrence; $25,000 aggregate.

Druggists' Liability Insurance—
Each claim $100,000; aggregate $300,000.

(3) *Nuclear Energy Liability Insurance.* The University is confronted with a special exposure in the operation of the Nuclear Engineering Facility on the Knoxville campus and in the use of isotopes and other nuclear material in its research operations. In view of the relative newness and as yet unassessable nature and degree of risk of this exposure, standard liability policies exclude some areas of coverage. As protection from such hazard, the University carries a special policy with the Nuclear Energy Liability Insurance Association, which Association consists of a group of major insurance companies which have pooled their resources to underwrite specialized risks involving nuclear hazard.

(4) *Aircraft Liability Insurance.* The University maintains liability insurance coverage on its airplanes which insures against damages for personal injury or property damage that might result from an accident. The limits vary with the size of the plane. Such policies also provide medical care for injured parties and contain provision for admitted liability for amounts up to $100,000 in the case of death to passengers and guests including crew members.

(5) *Umbrella Liability Coverage.* The University carries an "Umbrella Liability Policy" in the amount of $1,000,000, which affords additional coverage to the University for damages or judgments which may be in excess of the basic underlying policy limits for the various liability coverages as outlined above. This policy also affords coverage (subject to a $10,000 retained limit) for a particular happening which might not be covered by the basic policy protection.

RESEARCH POLICIES AND PROCEDURES

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Research leads to new knowledge and understanding that is vitally needed by teachers in the classrooms. A faculty member who is actively engaged in research is in the forefront of the development of new knowledge and, as a consequence, is in command of current subject matter for classroom discussion. Being active in research can aid a faculty member in maintaining a level of excellence and at the same time provide the University prestige which aids in attracting outstanding faculty to the campus. It also provides an effective means for a faculty member to attract and develop well-informed students.

Research leads the way to progress and can provide a better understanding of social, economic and environmental problems of the world as well as those that may face an individual. It contributes to the solving of specific problems facing the nation or the region which the University serves, as well as to the total of man's knowledge.

Funding Sources. Faculty members are encouraged to participate in research to the extent controlled by limitations on available time and institutional resources.

There are several avenues that a faculty member may pursue for support of research, including:

(1) Contracts, gifts and grants from industry, government and private foundations,
(2) University of Chattanooga Foundation,
(3) Support from departmental budget,
(4) Self support, i.e., without financial aid.

The funding source depends on the nature of the work involved. It is more desirable to secure funds from external sources as University funds are limited in amount and purpose. Internal support, including UC Foundation funds, should, whenever possible, be viewed as a method for initiating an effort that will lead to external assistance.

Faculty Time. A faculty member may arrange with his or her department head to be released from certain scheduled duties to provide the time for research activities. Released time may be for some fraction or all of the individual's work load for any particular academic semester. At the beginning of each academic year, the department head reviews the work load of the faculty to determine the commitments for teaching, active research, anticipated research, and the active and anticipated public service activities. During the year, a faculty member may acquire a research contract, and as a result, his or her teaching load may be reduced so that he or she may spend the required time on the contract. The department recovers into its budget the amount of funds paid for time spent by a faculty member on the research project. It is necessary that the faculty member work closely with the department head in arranging for such released time.

Proposal and Contract Processing. The submission of a proposal to an agency for funding considerations proceeds along well established lines. It is first reviewed by the researcher's department head, and that review consists of an appraisal of the relationship of the proposed research to the mission of the faculty and the department. The department head's approval of the proposal is evidence that he or she agrees to the allocation of the faculty member's time, cost sharing requirements, and the use of department facilities in support of the research. Following departmental review, the proposal is referred to the college dean. The dean reviews the proposal in light of the total mission of the college, expenditure of funds, allocation of space, etc. Throughout these two levels of review, the interests and desires of the faculty member proposing the research are given uppermost consideration. The dean also secures approval of the proposed budget from the fiscal office, and sends an information copy of the completed grant proposal to the Grant and Contract Accountant. Grant fiscal reports, as well as fund requests for current grants, are prepared by the Grant and Contract Accountant.

Additional information regarding grant applications and administration may be obtained from the Office of Educational Planning.

Patents. When the University agrees to conduct a project or render such other services as specified within a contract or grant, it is obligated to grant certain rights in connection with data developed, copyright, invention, etc., in the performance of the work. Consequently, the persons working on the contract or grant may be required to sign an agreement related to discoveries, inventions, and improvements. A copy of the agreement may be obtained from the Office of Educational Planning.

UT Research Corporation. The University of Tennessee in 1935 chartered the University of Tennessee Research Corporation as a non-profit organization to promote, encourage, and aid scientific, social and/or educational investigation and research in relation to activities of the

faculty. The Corporation's principal mission is to assist faculty and staff members in the development and management of patents. It is managed by a Board of Directors consisting of persons from the University Administration as well as the public. The Board meets quarterly to review activities and discuss patent assistance required by faculty and staff members. The president of the organization is the Vice Chancellor for Graduate Studies and Research, UTK. Any person interested in receiving assistance from the Corporation should contact its president.

Conflict of Interest. In the conduct of sponsored research, conflict of interest may arise through the favoring of outside interests, through an improper distribution of work effort, or through the interaction of interests which are inadequately disclosed. The University generally endorses the joint statement of the Council of the American Association of University Professors and the American Council on Education on preventing conflicts of interest in government sponsored research at universities.

Use of Drugs in Research. In 1971 the Federal Controlled Substances Law came into being. This law is designed to improve the regulation of legal handling of narcotics and other dangerous drugs (now called "controlled substances") in an effort to reduce the illicit traffic in these drugs. All faculty using narcotics or other dangerous drugs in their research or teaching program involving either human beings, lower animals, or plants must now register through campus channels with the State and ultimately obtain a registration number for each of their research projects. It is important, therefore, that a faculty member discuss his or her need for narcotics and/or dangerous drugs during the early planning stages for his or her research project or instructional program.

FACULTY ATTENDANCE AT PROFESSIONAL MEETINGS: TRAVEL POLICIES AND REGULATIONS

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NOTE: The regulations contained in this chapter are consistent with and subject to revisions of those published by the University in its Manual of Fiscal Policy and Procedures Statements (FPPS, No. 5).

In accordance with The University of Tennessee's general policy of promoting professional growth and development, faculty members are encouraged to attend and participate in professional society meetings.

UNIVERSITY TRAVEL REGULATIONS AND PROCEDURES.

(1) *General Travel Policy:*

a. The regulations in this section govern travel at University expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with regulations herein. Each department head must require that all individuals in his department who travel or are involved in processing expense accounts are thoroughly familiar with these regulations.

b. General University travel is on the basis of reimbursement for the actual and necessary expenses incurred, subject to the limitations set forth herein. Receipts must be submitted with the expense account for each expenditure of $2 or more, except for meals, taxi fare, and bus fares under $5. An accurate record must be kept of expenses incurred, since reimbursement will not be made on estimates. Allowances in lieu of expenses will not be approved except in the case of mileage for use of private automobile.

c. Regulations relating to travel of University personnel whose expenses are to be paid from special grant or contract funds will be in accordance with provisions of the grant or contract where such instruments specify travel regulations.

d. Expense which is incurred at the official station of any officer or employee will not be allowed. The official station is office headquarters or the designated location of employees established in the field. Deviations for unusual or hardship cases must be justified and authorized in advance.

e. The limits on travel expenses set forth herein are not to be construed as an indication of amounts that should be spent. Instead, these are maximum amounts above which reimbursements cannot be made. University employees in traveling should be as conservative as good taste and circumstances permit.

(2) *Authorization for Official Travel:*

a. A properly executed Travel Authorization Form (No. T-18) must accompany each request for reimbursement of official travel (available from the Business Office). This authorization, when properly approved, is *prima facie* evidence of the official nature of the travel and serves as supporting documentation for workmen's compensation and related insurance claims in the event of accidental injury or death. For this reason, staff members must initiate travel authorization forms sufficiently in advance in order that they may be reviewed and approved by the appropriate authority and returned prior to the departure date. For intra-state travel, the dean or director will approve all travel of his/her college or division personnel. The Vice Chancellor will approve travel for the deans and directors. For inter-state travel, all trips must be recommended in advance by the dean or director, then approved by the Chancellor.

b. Requests for authorization for travel must show the purpose of the trip, destinations, length of travel status, date and time of leaving and return, and mode of transportation.

c. The original of the approved Travel Authorization (Form T-18) must be attached to the expense account when submitted to the Treasurer for reimbursement.

d. Deans, directors, department heads, and others authorized to approve travel requests will be guided by the following considerations:

1. The travel must be necessary for the proper execution of official University business, or in justifiable pursuit of the University's educational and research objectives.

2. Meetings and conferences to be attended must be of a professional nature that will increase the attending individual's usefulness to the University.

3. Attendance of an individual at professional or scientific meetings should be limited to not more than one per fiscal year unless he/she is invited to deliver papers at more than one meeting or unless he/she is an association officer whose attendance is required at more than one meeting.

4. If more than one individual is attending the same meeting, the authorizing official will approve the use of a University car whenever available. If authorization is given for the use of a University car to attend a convention or meeting, no concurrent authorization for other modes of travel at University expense shall be granted unless there are more than four official representatives for each University car making the trip, or unless sufficient justification is made.

5. On minor travel items, authorization may be made by groups, and, if so, expense accounts for each group must be liquidated at the same time.

6. Established field travel may be covered by blanket travel authorization for definite periods of time.

7. Distribution of approved authorizations is as stated on Form T-18.

(3) *Transportation Expense:*

a. Transportation for persons traveling singly should be common carrier (air, train, bus) wherever practical. Advantages must be taken of round-trip rates when available. Travel must be by the most direct route possible, and any individual traveling by an indirect route must bear the extra expense occasioned thereby.

b. *Air Travel.* The use of airplane travel is recommended when the cost of the employee's time is an important factor and when the trip is so long that other methods of travel would increase the subsistence expense. The traveler's copy of the airline ticket or an acceptable receipt must be submitted with the expense account. See paragraphs 7 and 8 for approved procedures for securing of and/or claiming reimbursement for commercial transportation.

The current University regulations require that accommodations for air travel be by tourist or economy class. In the event that more expensive accommodations are required, an explanatory notation must be made on the request for reimbursement.

All University employees must follow the above procedures on any expenses to be reimbursed in excess of stated University regulations. If requests for reimbursement are processed to the Treasurer's Office without proper documentation, it is necessary that appropriate adjustments be made or the request be returned for corrections.

c. *Train Travel.* A receipt for the transportation fare (the railroad's ticket envelope with the fare shown on the outside will suffice) must be submitted with the expense account. When Pullman accommodations are used, the Pullman ticket stub must also be submitted with the expense account.

d. *Bus Travel.* A receipt or ticket stub for bus travel must be submitted with the expense account, except in cases of short trips where the fare is less than $5.

e. *Travel by Automobile.* Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled to cover a number of outlying places, or to reduce expenses when two or more University employees are making the trip. Authorization will not be given for the use of more than one automobile unless more than four University employees need transportation to a common destination.

1. *University Automobile.* If necessity or economy requires travel by automobile, use should be made of a University-owned automobile whenever one is available. Some branches of the University have automobiles permanently assigned to them, and departments at Chattanooga have the facilities of the Motor Pool available. A courtesy card, supplied with Motor Pool automobiles, will be used by the traveler for purchase of gas, oil, and other auto service. (Refer to Section IV, paragraph 8d, FPPS No. 5, for procedure for requisitioning a University automobile.)

2. *Personally-Owned Automobile.* When a University-owned automobile is not available, and necessity or economy requires travel by automobile, use of a personally-owned automobile will be authorized. In the event a University employee desires to perform official travel in his personally-owned automobile for his personal convenience, it may be authorized provided the University will incur no additional expense above that of other forms of transportation available. Reimbursement will be made as follows:

(a) For use of personal cars by employees in the field who are authorized and required to use personal cars in the daily performance of their duties, or in cases where two or more University employees are transported, or for persons traveling singly when necessity and economy (as explained and justified on the expense account) require the use of a personal car, a rate of 12 cents per mile will be allowed to the owner.

(b) If, in the performance of official travel, a personally-owned automobile, transporting only one University employee, is used for the convenience of the employee, a maximum rate of 10 cents per mile will be allowed.

(c) *The expense account must indicate the traveler's itinerary and must show the mileage by odometer reading.*

(d) If an indirect route is used, mileage as indicated in the Rand-McNally mileage table will be regarded as official.

f. *Limousine Service and Taxi Fares.* If travel is by a common carrier, limousine service or taxi fares necessary to transport the traveler to and from the airport or station, or between carriers, will be allowed. No receipt for this expense will be required, but each fare must be individually listed on the expense account. After arrival at destination, taxi fares for local transportation will not be allowed when regularly established streetcar, bus, or subway service is available unless the necessity of the use of taxis is explained on the expense account.

g. *Car Rentals at Destination.* In the event it is necessary to use a rental car service at the trip destination, or for a portion of the official travel, the procedures set forth in paragraph 7 a, b, or c should be followed in securing the service and substantiating the cost thereof on the travel expense account (Form T-3).

h. *Checking-in Expense at Hotels or Motels.* Reimbursement of such expense up to $1.00 is allowed at each such facility.

i. *Tolls, Ferry Fees, and Parking.* Tolls and ferry fees will be allowed. Necessary charges for hotel and airport parking will be allowed provided the airport parking fees do not exceed normal taxi fare to and from the airport. Receipts must be furnished on airport and hotel parking.

(4) *Subsistence Expense:*

a. *General.* No reimbursement will be made for the expense of meals or lodging incurred within the limits of the employee's official station or place of residence. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed. Conservatism is expected in the choice of hotel or motel accommodations. Field personnel located in one place for an extended period are required to negotiate and secure reduced rates.

The hour and date of departure and the hour and date of return must be shown on each expense account.

b. *Lodging.* Lodging expense applies to the date in which the night begins, and actual expenses will be allowed subject to the following limitations:

1. *In-State*—Lodging expenses incurred within the state while on official travel will be reimbursable to a maximum of $12 per day. Lodging expenses incurred in the cities of Nashville, Memphis, Knoxville, Chattanooga, and the Tri-Cities area will be reimbursable to a maximum of $14 per day.

2. *Out-of-State*—Lodging expenses incurred out of the state while on official travel will be reimbursable to a maximum of $20 per day. Lodging expenses incurred in the cities of Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas-Fort Worth, Detroit, Houston, Los Angeles, Miami, Minneapolis-St. Paul, New Orleans, New York, Philadelphia, St. Louis, San Francisco, or Washington, D.C. will be reimbursable to a maximum of $26 per day.

3. University representatives to official meetings and conventions are authorized to stay at the officially-designated headquarters hotel or motel of the convention or meeting; however, the more moderately-priced accommodations must be requested whenever a choice is available.

To qualify for this exception a notation *must* be made on the expense account that the lodging was incurred at the convention or official meeting hotel or motel.

4. If hotel or motel accommodations within the above-stated limits are not available, the additional expense incurred may be reimbursed provided an explanation is placed on the expense account. To qualify for this exception the traveler *must* require the hotel or motel cashier to enter a notation on the lodging receipt that the accommodations used were the lowest priced available.

5. If a room is shared with other than a University employee on official business, three-fourths of the actual cost of the room will be allowed, subject to the maximum limitations set forth above. The receipt for the entire amount should be submitted with the expense account on which three-fourths of the cost is claimed. If the single rate for shared accommodations is in excess of the 3/4 cost, reimbursement may be claimed at the single rate provided documentation of the single rate is submitted with the expense voucher. Such reimbursement is also subject to maximum limits.

6. State sales taxes charged on lodging will be reimbursable to the extent that lodging expense is reimbursable.

c. *Meals.* Following are policies on meal expenses:

1. *In-state*—While on official travel within the State, actual expenses not to exceed $7.50 per day will be allowed for meals. For fractional days in a travel status, the $7.50 limit will be prorated as follows: $1.50 for breakfast, $2.00 for lunch, $4.00 for dinner.

2. *Out-of-State*—While on official travel out of the state, actual expenses not to exceed $10.50 per day will be allowed for meals. For fractional days the $10.50 limit will be prorated as follows: $2.00 for breakfast, $3.00 for lunch, and $5.50 for dinner.

3. When the daily limit for meals is exceeded because of the cost of an official banquet, the excess will be allowed provided a receipt or proper explanation for the banquet charge is submitted with the expense account.

4. The following time schedule for departure from and return to the official station shall determine eligibility for reimbursement for meals:

	If departure before	*If return after*
Breakfast	7:00 a.m.	8:00 a.m.
Lunch*	11:00 a.m.	12:00 Noon
Dinner	6:00 p.m.	6:00 p.m.

*Reimbursement for lunch meals will not be made when travel is completed the same day as begun unless departure is before 7:00 a.m. *or* return is after 6:00 p.m.

(5) *Miscellaneous Travel Expense:*

a. Tips and gratuities, laundry, valet service, entertainment, etc., are considered personal rather than official expense and will not be subject to reimbursement on expense accounts.

b. *Charges for long distance telephone calls made on official business will be allowed provided the expense account reveals the name and location of the party called, the date of the call, and the nature of the business.* Telegram expense will be allowed provided similar information is shown. Necessary local telephone calls made on official business will be allowed.

c. Necessary charges for the transfer and storage of baggage will be allowed provided the necessity is explained on the expense account.

d. Registration fees in the amount necessary to qualify individuals to attend conventions or meetings will be allowed. Any portion of registration fees which covers the cost of personal supplies, social activities, recreational outings, etc., will not be allowed.

e. If the occasion necessitates the paying of meal expenses of other persons properly considered as official guests, the expense should be separately itemized on the expense account, with the names of the guests and their official connection indicated.

(6) *Claims for Travel Expense:*

a. University Form No. T-3 will be used for all claims for travel expense. Form T-3 must be properly filled in, with the items arranged in the proper columns, with correct totals for each column, and with the total of the claim. Legible, properly serial numbered subvouchers must be attached. The expense account must show movement and detail of expenses day to day. The expense account must exhibit and prove the travel and its cost, must be susceptible to check, and must disclose all necessary information to prove the claim. (Refer to FPPS No. 5, Section VII.) Forms T-3 are available from the Business Office.

b. Expenses for supplies, postage, and other items that do not constitute actual traveling expenses should not be made a part of the T-3 travel expense voucher.

c. Expenses incurred in attending conventions and meetings of associations and organizations must be supported by a program of literature which sets forth the opening and closing dates of the convention.

(7) *Securing of Transportation at Employee's Expense:*

The normal procedure, under University and State of Tennessee travel regulations, for securing commercial transportation for official travel is for the employee to purchase the required authorized transportation at his own expense and to request reimbursement thereof on a travel expense voucher (University Form T-3). The following are approved methods of securing this transportation and substantiating claims for reimbursement thereof:

a. *Cash Purchase of Transportation by Employee.* When the traveling employee pays from his personal funds for necessary transportation required for official travel, acceptable receipt for submission with the travel expense account (Form T-3) is:

1. The traveler's copy of the transportation ticket which shows itinerary and cost, or

2. A receipt from the transportation company or travel agency indicating the information listed in (1) above, or

3. A ticket envelope of the transportation company indicating the information in (1) above.

b. *Purchase of Transportation by Use of Personal Credit Card.* Employees may use personal credit cards in securing transportation for official travel, and any of the documents listed in Paragraph 7a above which indicate purchase by means of the traveler's personal credit card will be satisfactory evidence of expense incurred for submission for reimbursement on the travel expense account (Form T-3).

c. *Purchase of Transportation through Personal Charge Account with a Travel Agency or Transportation Company.* Employees may make arrangements with travel agencies or transportation companies for the furnishing of transportation for official travel and billing of the charges to the *employee's personal account.* In such cases, any of the documents listed in Paragraph 7a above, or the agency's invoice *to the employee* which identifies the transportation furnished will be satisfactory evidence of expense incurred for submission for reimbursement on the travel expense account (Form T-3).

Such charge accounts or credit arrangements are the personal responsibility of the employee, and invoices for transportation billed *to the employee* may not be approved for direct payment by the University to the agency. The employee must claim reimbursement for such costs on his travel expense account (Form T-3).

(3) *Securing of Transportation at University Expense:* In cases of long trips involving sizable transportation costs, and in other cases where the securing of transportation at the employee's personal expense will result in considerable personal financial inconvenience, the employee *may arrange through the Business Office for the securing of the necessary transportation at University expense.* Should this accommodation be desired, the following procedures must be employed.

a. *Approved Travel Authorization Required.* When commercial transportation at University expense in advance of the official travel is desired, the employee must present his Approved Travel Authorization Form (Form T-18) to the Business Office and request that arrangements be made for the securing of the transportation.

b. *Transportation Request Number.* Upon receipt of each such request, the Business Office will assign an official Transportation Request number. An approved travel agency or transportation company will be contacted *by the Business Office* and authorized to furnish the transportation and bill the charges to the University. The original of the Travel Authorization Form (Form T-18) will be endorsed, "Transportation furnished under Transportation Request No. ____, Date _____."

The traveler will be notified concerning which agency or company is authorized to furnish the transportation, and he will then make his own arrangements regarding schedules, itinerary, delivery of tickets, etc.

c. *Billing and Payment.* Billing for transportation under authorized Transportation Requests will be submitted by the travel agencies or companies directly to the Business Office, which will check the invoices for compliance with the Transportation Requests and then forward the invoices to the department which is to be charged for departmental approval and recording.

d. *Tickets Nonrefundable.* Agencies and companies issuing transportation on the University's account under such Transportation Requests will stamp such tickets as "nonrefundable." If for any reason tickets secured through this procedure are not used, the tickets must be promptly returned to the Business Office in order that they may be returned to the agency or company for credit to the University's account.

COMPENSATED OUTSIDE SERVICES

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Consulting Work Outside the University. The University of Tennessee recognizes that opportunities exist for faculty members to render worthwhile outside services for which they must be remunerated. Such outside services strengthen the professional competence of the faculty member as a teacher and scholar, enhance the public service role of the University, and frequently open to students valuable opportunities for experience and employment outside the University.

Accordingly, outside engagements of a professional nature are permitted for members of the faculty, under the following provisions:

(1) Prior permission of the department head and dean must be obtained if the work is done during the periods of regular employment.

(2) Such work must not interfere with the faculty member's normal University duties, including those non-classroom responsibilities expected of all faculty members.

(3) The consulting work must be related to the faculty member's normal University duties and must contribute to the effectiveness of his or her regular academic work.

(4) The total amount of time expended by the faculty member on outside activities for pay must not exceed an aggregate of one day per week.

(5) An appropriate payment must be made to the University for the use of any University equipment, supplies, material or services in the performance of outside consulting work for pay. Agreement on payment to the University must be made prior to usage through consultation with the department head and/or other appropriate administrative officials. At no time may University equipment, supplies, material or services be utilized in outside consulting work when such use would conflict or interfere with University functions.

(6) Consulting work for pay must be undertaken only with the understanding that it is subject to termination at any time the University considers such action to be advisable.

(7) If, in the opinion of the Dean and the Vice Chancellor for Academic Affairs, the outside consulting work interferes with the regular University duties of the faculty member, the appointment of the faculty member in the University may be changed to a part-time basis.

STUDENT RELATIONS AND INSTRUCTION

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By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen. Enjoying greater opportunities than the average citizen, the University student has greater responsibilities. Each student should conduct his or her personal life in a context of mutual regard for the rights and privileges of others. It is further expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the community.

Students are responsible for being fully acquainted with the University catalog, handbook, and other regulations relating to students and for complying with them in the interest of an orderly and productive community.

The responsibilities listed in the two preceding paragraphs apply equally to faculty members, and it is expected that faculty will assume a posture of leadership insofar as the duties of citizenship are concerned.

Student conduct and actions will be measured on an adult standard, and students should understand that they assume full responsibility for the consequences of their actions and behavior. Since the academic community will be judged in large measure by the actions of its members, students as well as faculty should include the implications for their community in their criteria for determining appropriate behavior.

Failure or refusal to comply with the rules and policies established by the University may subject the student offender to disciplinary action up to and including suspension from the University.

Access to the University. Within the limits of its facilities and resources, The University of Tennessee at Chattanooga is open to all students who are qualified by its admission standards. The facilities and services of the University are open to all of its full-time students.

The following paragraphs are taken from the UTC Student Handbook, and contain information of which every faculty member should be aware.

HONOR SYSTEM

A. Purpose

The Honor Code is a means by which the student can maintain his own integrity and also be loyal to the community which has admitted him to membership. Any person duly registered for any course is a student in The University of Tennessee at Chattanooga and takes upon himself the privileges and responsibilities of membership in this community. The Honor Code of the University is based upon the assumption that the student recognizes the fundamental importance of honesty in all his dealings within the community. The very nature of education makes it a cooperative enterprise between student and teacher and between student and student. Any act of dishonesty violates and weakens this relationship and lessens the value of the education the student is pursuing.

B. Jurisdiction

1. The Honor Code applies to academic matters primarily, although its purpose has implications for all student conduct. The Honor Code regulates certain activities of all students and faculty members in any college or division of the University during all sessions.
2. When a student reports an honor violation, he will be expected to appear as a witness if a hearing before the Honor Court is held. However, if a student feels that there is not sufficient evidence or if he does not wish to appear as a witness, he should still report the suspected violation to the Honor Court. In this event a hearing will not be held. The reporting student will remain anonymous to all but the Chairman of the Honor Court.

C. Student Rights

Any student accused of violating the Honor Code is guaranteed the right to a formal hearing before the Honor Court at which time he may confront his accuser and be represented by counsel. He also has the right to request an open hearing, or he may bring as many as six observers of his own selection to the hearing. Decisions of the Honor Court may be appealed in writing within three days to the Chancellor of the University.

D. Honor Code Pledge

1. The Honor Code Pledge is to be signed when a student matriculates. Subsequently, a student's signature on any work indicates his reaffirmation of this pledge:

a. I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I will exert every effort to insure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campuswide climate of honor and integrity.

E. Duties and Powers

The Honor Court shall perform the following:

1. Decide the question of guilt or innocence on suspected Honor Code violations.

2. Serve as an advisory committee reporting to the Chancellor of the University, faculty, and Student Government Association.

3. Function as a study committee continually evaluating the nature and administration of the Honor Code.

4. Recommend appropriate disciplinary action.

ATTENDANCE POLICY AND EXCUSES

At the beginning of the semester each faculty member will state to his/her classes his/her policy on absences. It is the student's responsibility to inform the instructor when illness or participation in a University activity prevents his/her attendance. The instructor will decide whether the student may make up work missed and what effect the absences may have on the requirements of the course.

When absences are occasioned by University projects, each student should check with his/her instructors, informing them of the possibility of the out-of-town trip and the classes he/she would miss. If the instructor wishes written confirmation of the organized trip before he grants the excuse, a list of the student's classes along with the instructors' names and the dates of the trip should be submitted to the office of the appropriate dean. All excuse requests must be submitted at least three days before the event. This list should be signed by the faculty advisor of the organization, who certifies as to the accuracy of the information. The dean returns the approved list to the faculty adviser, who issues copies to the students.

ADVISING SYSTEM

In his/her first year the student who has not yet chosen a major will be assisted academically by a faculty member. The adviser will discuss with the student his/her academic goals and assist him/her in scheduling classes consonant with his/her purpose. All students who have declared a major are advised by a professor in their major field of study. Results of aptitude and achievement tests as well as copies of the student's cumulative records are made available to the advisers for use in counseling.

COURSEWORK AND WAIVER OF FEES

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Graduate. All full-time faculty and staff members who are eligible to take graduate courses offered on the campus of The University of Tennessee at Chattanooga may do so with waiver of fees not to exceed two courses (six hours) of graduate credit during any one semester during which they are members of the faculty or staff.

Fees for undergraduate courses may be waived if the undergraduate course is taken for graduate credit or when the undergraduate course is a prerequisite for a graduate course or degree.

Full-time faculty members may take up to 12 semester hours during the summer sessions at UTC with waiver of fees if they are not teaching in the summer and if they are employed by UTC for the following academic year.

Undergraduate. Any full-time staff member who has been employed for six months or more may take one undergraduate course (usually three credit hours) each semester with waiver of fees, provided he/she is academically eligible and takes the course on his/her own time. The employee must work the regularly prescribed 40-hour week during each week in which the course is pursued.

Subject to the provisions stated in the preceding paragraph, an employee may select from among the courses offered at the UTC campus.

Waiver of fees does not apply to non-credit courses taken by the employee.

Audit. Faculty members with the rank of assistant professor or higher, or those in equivalent administrative ranks, may attend courses with the approval of the course instructor. It is not necessary to register formally for such courses.

Enrollment Limitations. Class attendance and fee waiver privileges are available only to full-time personnel (those with part-time appointments must pay their own fees); when the enrollment of fee-paying students in any class is sufficient to justify offering the class; and when there is sufficient space in the class to accommodate the additional student(s).

UC Foundation Benefit. Full-time faculty and staff members who were employed at the University of Chattanooga, and continued in service to the University of Tennessee at Chattanooga, may be eligible in some cases for additional waiver of undergraduate tuition fees for spouses and dependents through the University of Chattanooga Foundation.

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Teaching Duties. The normal course load for faculty members is twelve semester hours. Advising students is considered to be an integral part of the teaching obligation, and instructors are expected to give assistance freely to students in their classes. In addition, faculty members are expected to provide competent counsel to students assigned for overall course planning.

Service on both standing and *ad hoc* committees is expected of faculty members.

Faculty members should meet their classes as scheduled; in the event a faculty member is unable to meet his/her class, it is his/her responsibility to notify the department head and to arrange for a qualified replacement to conduct the class.

Individual faculty members may not dismiss their classes without official authorization. Any decision to dismiss classes must be made by the Chancellor or, in his absence, by an individual designated by the Chancellor.

All members of the faculty are expected to attend Commencement exercises.

Faculty Office Hours. Faculty members are expected to maintain office hours so that they may be available to students and other members of the University community at stated places and times. Office hours should be posted.

Course and Instructor Evaluation. Course and/or instructor evaluation by students is not required by The University of Tennessee at Chattanooga. However, faculty members are encouraged to have student evaluations both of their courses and their teaching. Such evaluations form one constituent of the overall evaluation of the faculty which includes in addition a self-evaluation, evaluation by the department head, and evaluation by a dean or other administrator.

Tutoring. No one on the payroll of the University will be permitted to tutor any student in the University for compensation except with the permission of the head of the department in which the student is being tutored and only in those cases where the tutor has no direct connection with the course in which the student is being tutored.

Audio-visual Services. The Audio-Visual Center provides a variety of services. It is a place for previewing and showing films; a laboratory for the preparation of materials, equipment catalogs, filmstrips, disc and tape recordings; a source for projectors for filmstrips, slides, opaque and overhead projectors, and record players.

In order to secure any audio-visual equipment, the faculty member should arrange with the Center for its use at least three days in advance. Order forms for requesting equipment and materials will be distributed to faculty mailboxes; additional forms may be obtained upon request. All materials will be delivered and returned by the Audio-Visual Center, and an operator for projectors will be furnished whenever possible.

Bookstore. Located in Guerry Center, the bookstore is owned and operated by the University, with all its assets, obligations, and policies under University control. Faculty members receive a discount on many purchases. Textbook orders are coordinated through the department chairmen.

Computer Center. The facilities of the University Computer Center are available for use by all faculty members. It is necessary, however, for a faculty member to receive the prior approval of his department head before a particular project is undertaken. The primary purposes of the center are: 1) to provide modern high speed digital computing equipment for use on computational work arising in teaching or research, 2) to educate faculty and students in the capabilities and applications of current computer technology, and 3) to provide assistance to University administrative personnel. Consulting services and non-credit short courses in computer programming are offered free of charge throughout the year.

Credit Union. The UT Federal Credit Union was established for the benefit of all regular employees. Members may save regularly through use of payroll deductions or may borrow for any worthwhile purpose. A representative of the Credit Union is located in the Personnel Office.

Institutional Research (OIR). This office serves primarily as a research arm of the University, providing the administration, faculty, and students with information regarding policies, procedures, attitudes, and projections. The office conducts analytical studies and works with various departments on special projects.

Library Services. The University library is organized to serve the University community in all areas of teaching, study, and research.

A full range of standard services—lending of materials to readers, reference and bibliographic assistance, group and individual instruction in library use, borrowing from other libraries for research purposes, reserving books for student use, photocopying services, etc.—is offered on the Chattanooga campus. In addition, faculty, staff, and students are entitled to make use of the collections and services of the libraries on the Knoxville and other campuses of the University system.

The book and periodical collections are developed through the cooperative efforts of the faculty and library staff to acquire and maintain those resources required to meet the majority of the needs on this campus. The faculty in each department have the primary responsibility for recommending purchases in their area. Allocations of departmental funds are formulated by the Library Committee in conjunction with the University librarian. This Committee's subcommittee on acquisitions also is allocated funds each year which it controls for the purchase of special materials of exceptional interest to individual departments and of joint interest to two or more departments. Special grants are also normally expended with the advice and consultation of this sub-committee.

Recommendations for purchases are submitted by individual faculty members on standard library requisition forms (available from the library acquisitions department) to the departmental chairman or his designated representative. Upon approval, the requisitions are forwarded to the library for action. Recommendations for materials of general interest (to be purchased from the library's general fund) and for materials to be considered by the faculty-student subcommittee on acquisitions (for purchase from the special acquisitions fund) may be submitted by faculty members directly to the library acquisitions department or the University librarian.

Regulations for the use of the library are intended to be sufficiently detailed to insure fair treatment for all and at the same time to be sufficiently flexible to accommodate special circumstances and needs. Faculty are expected to follow loan policies and to renew library materials when required. It is hoped that the library's regulations will help facilitate the most extensive use by both faculty and students while also providing the controls necessary for safeguarding and preserving the collections.

MISCELLANEOUS 16

Athletic Tickets. Full-time faculty members may purchase season athletic tickets at half-price for themselves and spouses.

Fund-Raising Activities. The primary responsibility for the supervision and coordination of all private fund-raising activities is vested with the Director of Development. A high degree of coordination is necessary so that prospective donors do not receive inappropriate or multiple solicitations but are solicited for the projects in which they are most likely to be interested.

One of the major responsibilities of the Development staff is to provide assistance, consultation, and advice on new or proposed fund-raising projects. Questions relative to fund-raising methodology, practices, and procedures should be directed to the Development staff with the understanding that implementation of fund-raising projects can come only after approval by the appropriate department heads, deans, vice chancellor, and the Chancellor. It is University policy that no individual, department, or group undertake a fund-raising project for any cause, however worthy, without proper clearance.

The Development Office should receive all cash, checks, correspondence, memoranda, and other materials relating to private gifts. Monies will be deposited promptly in the designated account. The Development Office should be notified of all gifts-in-kind, i.e., objects of art, equipment, furnishings, supplies, etc. It is the responsibility of the Development Office to see that all gifts are properly recorded and that each donor receives an official receipt and letter of thanks.

Parking. The University attempts to provide parking facilities for the faculty; however, a service charge is made for each car parked in designated areas. Faculty and staff who bring their vehicles on campus are required to obtain vehicle registration stickers from the Business Office upon payment of the appropriate fee. Fees are payable annually in advance or by monthly payroll deductions for regular continuing employees.

Complete parking information may be obtained from the Business Office.

Recreation. Handball courts, the swimming pool, and other facilities of the Maclellan Gymnasium may be used by faculty personnel or their families at designated times. The Manker-Patten Tennis Center is also available to faculty members under certain conditions. Application for an identification card to admit dependents to University facilities should be made to the Personnel Office.

Solicitation. Any solicitation of funds on the campus of the University must be approved in advance by the Office of Student Affairs.

Use of University Buildings and Keys. Keys for the outside and inner doors will be issued to authorized persons by the Physical Plant Office upon the completion of necessary forms and the approval of the appropriate department chairman and the dean or director. Keys shall be returned to the Physical Plant Office when an employee leaves the active service of the University or will be absent from the campus for an extended length of time (for example, a year's leave of absence).

When receiving keys, a faculty member signs a statement agreeing to abide by the following regulations:

(1) to take precautions that no duplicate keys are made from those issued to him,

(2) to be responsible, on entering or leaving a locked building or area, to see that any doors unlocked are properly secured,

(3) to assume responsibility for the conduct of any and all persons whom he may admit to a building.

UNIVERSITY OF CHATTANOOGA FOUNDATION

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The University of Chattanooga Foundation was created to manage the endowment existing at the time the University of Chattanooga was merged with The University of Tennessee on July 1, 1969. The income from that endowment is allocated by the Trustees of the Foundation to programs of The University of Tennessee at Chattanooga. These funds provide for faculty research grants, Sabbatical leaves, such special programs as Interdisciplinary Honors, and other projects designed to enrich the academic component of the campus.

Sabbatical Leaves. The University of Tennessee at Chattanooga favors a policy of Sabbatical leaves and, because of the support of the University of Chattanooga Foundation, has been able to extend this opportunity to one or two faculty members each year. A faculty member with a minimum of six years service on this campus may apply for a Sabbatical leave through the normal channels of academic administration by presenting a statement of his proposed plan of study or activity. Final decision will be by the University of Chattanooga Foundation Board, acting upon recommendation of the Chancellor, although no funds may be disbursed without approval of the President and the Board of Trustees of The University of Tennessee.